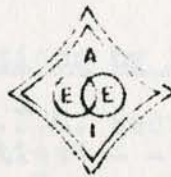


OPERATIONS MANUAL

OF THE
WASHINGTON SECTION

AMERICAN INSTITUTE OF
ELECTRICAL ENGINEERS



REVISED 7-23-52

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GENERAL

The purpose of this Operations Manual is to publish general information regarding the Washington Section, its organization, the duties and opportunities of various members and groups of the organization, as an aid to them in the performance of their duties.

Objects and Scope of the Section

The Washington Section of the American Institute of Electrical Engineers was organized in 1903. The objects of the Section are those of the Institute, 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. The Section aims to promote the interests of the American Institute of Electrical Engineers, to increase the benefits derived from membership therein, to hold meetings for the presentation and discussion of technical papers of interest to electrical engineers, and to advance the engineering profession through closer cooperation with other engineering and scientific societies.

The Section is governed by a Chairman, a Vice Chairman, a Secretary-Treasurer, and an Executive Committee, consisting of the above three officers, plus two elected members of the Executive Committee and the Section Chairman and Section Secretary-Treasurer of the previous term, a total of seven members.

Membership

All Honorary Members, Fellows, Members, Associate Members, and Affiliates of the American Institute of Electrical Engineers in good standing and residing in or near the District of Columbia or in the area designated by the Institute as the territory of the Washington Section shall be considered members of the Washington Section.

Local Membership

Local Members of the Washington Section may be elected by the Executive Committee at any meeting of that committee under the provisions of the By-Laws.

Meetings

Section Meetings are normally held the second Tuesday of each month from October to May inclusive. Meetings organized by the Technical Program Committee are also held during these months at the times selected.

Committees

The following committees are authorized by the By-Laws of the Section to carry on its work:

- Advisory Board
- Meetings and Papers Committee
- Membership Committee
- Attendance and Sociability Committee
- Student Activities Committee
- Publicity Committee
- Technical Program Committee
- Committee on Transfers
- Committee on Tellers (when needed)
- Auditing Committee
- Nominating Committee

Other special committees are appointed as required. Seven such committees are:

- Awards Committee
- History and Records Committee
- Special Events Committee
- Education Committee
- Activities Personnel Committee
- Year Book Committee
- Golden Anniversary Committee

The chairman of each committee should prepare before May 31st a final report to the Chairman of the Section summarizing the work of his committee, and he should prepare for the incoming Chairman, recommendations regarding personnel for the ensuing committee.

Prior to the annual meeting the chairman of each committee should prepare and forward to the Chairman of the Section a brief interim report so that the Chairman may comment on any outstanding committee work at the annual meeting.

Outgoing committee chairmen should turn over to incoming chairmen all stocks of blank forms and supplies, etc.

BY-LAWSWASHINGTON SECTIONAMERICAN INSTITUTE OF ELECTRICAL ENGINEERS

(Organized April 9, 1903)

By-Laws Adopted 2-9-09
 By-Laws Amended 5-26-09
 10-10-11
 4-13-20
 4-11-22
 4-12-27
 5-14-35
 4-13-43
 2-18-47
 2-10-48
 5-10-49
 12-13-49
 5-8-51

1. NAME: This Association shall be known as the Washington Section of the American Institute of Electrical Engineers.
2. OBJECT: The object of the Section shall be to promote the interests of the American Institute of Electrical Engineers, to increase the benefits derived from membership therein, to hold meetings for the presentation and discussion of technical papers of interest to electrical engineers, and to advance the engineering profession through closer cooperation with other engineering and scientific societies.
3. MEMBERSHIP: All Honorary Members, Fellows, Members and Associates of the American Institute of Electrical Engineers, in good standing in the Institute, and residing in or near the District of Columbia within the boundaries established by the Institute, shall be considered members of the Washington Section.
4. DUES: Local Dues of Two Dollars (\$2.00) for all Institute membership grades of Associate and above shall be assessed annually.
5. LOCAL MEMBERSHIP: There shall be two classes of local membership, namely:
 - (a) Local Members: Any person interested in the work of the Section may become a Local Member by submitting to the Secretary-Treasurer an application endorsed by one or more voting members of the Section, by payment of a fee of Five Dollars (\$5.00) a year, in advance, and upon being duly

elected by a majority vote of the Executive Committee.

(b) Local Student Members: All Student members of the A.I.E.E. shall be considered Local Student Members of the Section without payment of local dues.

All Other students of engineering and technical schools within the area of the Washington Section may enroll as Local Student Members by submitting to the Secretary-Treasurer an application endorsed by one or more voting members of the Section, by the payment of a fee of \$1.50 a year, in advance, and upon being duly elected to membership by a majority vote of the Executive Committee.

Local members shall be entitled to all privileges of the Section except voting, holding office, serving as chairmen of committees and officially participating in the business meetings of the Section.

6. SECTION MEETINGS: Section Meetings shall be held the second Tuesday of each month from October to May, inclusive, unless otherwise ordered by the Executive Committee. The subjects of the papers to be presented at the meetings and the time and place of all meetings shall be approved by the Executive Committee.

Special meetings may be called at any time by the Executive Committee upon written notice to each member seven days in advance of the meeting date.

For the transaction of Section business fifty voting members shall constitute a quorum.

7. ANNUAL MEETING: The May meeting of each year shall be designated the Annual Meeting at which meeting such business shall be transacted as may be presented by the members.

8. VOTING: All members in good standing, provided for in Paragraph 3, shall be entitled to vote.

9. OFFICERS: The Officers of this Section shall be a Chairman, a Vice Chairman, a Secretary-Treasurer.

All elected officers shall be voting members of the Section.

Term of office for all officers shall be for a period of one year beginning the first day of June following election.

If the office of Chairman becomes vacant during a regular term, the Vice Chairman shall succeed to the Chairmanship. If any other office becomes vacant during a regular term, the Executive Committee shall fill the vacancy from the Section membership for the remainder of the unexpired term.

10. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the three elected officers as provided for in "9. OFFICERS" and four additional members, two of whom shall be elected as provided for in "12. ELECTION". The remaining two shall consist of the retiring Chairman and retiring Secretary-Treasurer. If one or both of these are unable to serve, the Section shall elect members from previous Executive Committees in their stead. All members of the Executive Committee shall be voting members of the Section. Term of office for all members of the Executive Committee shall be for a period of one year beginning the first day of June following election.

The Chairman of the Section shall be Chairman of the Executive Committee. Four members of the Committee, assembling at the call of the Chairman, shall constitute a quorum.

Any vacancy occurring in the Executive Committee shall be filled for the unexpired term by action of the Executive Committee.

11. DELEGATE AND ALTERNATE TO THE ANNUAL SUMMER GENERAL MEETING: The Chairman shall be the Delegate to the Annual Summer General Meeting. He shall notify the Executive Committee within a reasonable time if he is unable to attend this meeting.

An Alternate Delegate to the Annual Summer General Meeting shall be elected at the same time as the Officers of the Section are elected. It shall be the duty of the Alternate to be the Delegate to the Annual Summer General Meeting of the Institute upon being notified by the Chairman and the Executive Committee that the Delegate will be unable to fulfill his duties as Delegate.

If an emergency arises wherein neither the Delegate nor the Alternate can represent the Section at the Annual Summer General Meeting of the Institute, a delegate shall be selected by the Executive Committee.

12. ELECTION: A Nominating Committee, appointed by the Chairman of the Section, shall be constituted each year.

The Nominating Committee shall nominate one person for each office as provided for under "9. OFFICERS", two for membership on the Executive Committee, and one for Alternate Delegate to the Annual Summer General Meeting.

The Nominating Committee shall prepare a list of nominees for the offices to be filled at the next election and shall notify the Secretary of the Section of its selections not later than January 31st.

Notice of the nominations of the Nominating Committee shall be sent by the Secretary to all qualified voters not later than February 15th of each year, together with a reminder of the following provision:

Independent nominations may be made by a petition of ten (10) or more members sent to the Secretary not later than March 15th of each year for inclusion in the ballot of such candidates as are eligible.

If the only nominations are those of the Nominating Committee, the election shall be held at the May meeting by a voice vote of the members present. If other nominations are received, the following procedure shall apply:

(a) Not later than April 1st of each year the Secretary shall mail to each member entitled to vote an official ballot bearing the names of candidates for election as officers of the Section, as provided for in "9. OFFICERS"; two members of the Executive Committee, as provided for in "10. EXECUTIVE COMMITTEE"; and an Alternate to the Annual Summer General Meeting, as provided for in "11. DELEGATE AND ALTERNATE TO THE ANNUAL SUMMER GENERAL MEETING".

(b) The official ballot shall have the names of the candidates for each office grouped under the name of the office for which they are nominated, the first name under each office being the choice of the Nominating Committee and so designated. It shall bear the notation, "This ballot must be mailed to reach the Secretary on or before April 30th of this year".

(c) Enclosed with the official ballot shall be a plain envelope and a return envelope addressed to the Secretary of the Section. The return envelope shall have a space in its upper left-hand corner for the signature of the voting member.

(d) Members shall vote for one candidate for each office by marking an "X" in the box provided after the names of candidates. Voting for more than one candidate for any one office will invalidate the ballot and ballots so marked will be thrown out by the Committee of Tellers.

(e) After marking the ballot, the voting member shall place it in the plain envelope and seal it. The plain envelope shall then be enclosed in the envelope addressed to the Secretary of the Section. The member shall write his name in the space provided on the envelope, and it shall then be forwarded to the Secretary.

(f) The Chairman of the Section during the month of April shall appoint, subject to the approval of the Executive Committee, a Committee of Tellers consisting of three members entitled to vote. The appointees shall not be members of the Executive Committee or of the Nominating Committee.

(g) The Committee of Tellers shall meet between May 1st and May 5th and shall receive, unopened, all ballots from the Secretary. It shall forthwith proceed to check the names of members appearing on the ballot envelopes for eligibility to vote. Any envelopes bearing names of members ineligible to vote shall be destroyed, unopened, together with their contents.

(h) The plain envelopes containing legal ballots shall be removed from the outer mailing envelopes and the outer mailing envelopes destroyed.

(i) After the mailing envelopes have been destroyed, the ballots shall be removed from the plain envelopes, the voting tabulated and the results of the election shall be forwarded to the Chairman of the Section, in writing, signed by the Committee of Tellers. The results of the election shall be announced by the Chairman at the Annual Meeting.

13. DUTIES OF CHAIRMAN: The Chairman shall perform the duties usually devolving upon such position. In addition to being Chairman of the Section, he shall be Chairman of the Executive Committee.

14. DUTIES OF VICE CHAIRMAN: The Vice Chairman shall assist the Chairman in such activities as shall be delegated to him, and, in the absence of the Chairman, shall preside in his stead.

15. DUTIES OF SECRETARY-TREASURER: The Secretary-Treasurer shall be responsible for the records of the Section, except as otherwise directed by the Executive Committee. He shall keep accurate minutes of all meetings of the Section and of the Executive Committee, shall conduct necessary correspondence and, in general, discharge the duties usually associated with his position. He shall be guided by instructions from Institute Headquarters in reporting meetings and functions.

He shall be responsible to the Institute for the proper expenditure of all Institute funds, and shall maintain at all times accurate records of all receipts and expenditures. He shall prepare the annual financial report of the Section for presentation to the outgoing Executive Committee on or before May 31. See "17. DUTIES OF EXECUTIVE COMMITTEE".

He shall be responsible for the maintenance of an accurate address list of all members of the Section, which shall be accessible at all time, and for having Headquarters promptly informed of any change in the list. He shall be responsible for making the Section Addressograph plates correspond to the current address list.

He shall, at the Annual Meeting of the Section, report for the Executive Committee such actions as have been taken by it since the last Annual Meeting as provided for in "17. DUTIES OF EXECUTIVE COMMITTEE".

16. ASSISTANT SECRETARY-TREASURER: The Assistant Secretary-Treasurer shall be appointed by the Chairman of the Section, with the concurrence of the Secretary-Treasurer and the approval of the Executive Committee, to serve throughout the term of the Secretary-Treasurer. He shall perform such duties as the Secretary-Treasurer shall designate.

17. DUTIES OF EXECUTIVE COMMITTEE: It shall be the duty of the Executive Committee to have jurisdiction over all Section activities and to decide all matters of administration and policy. It shall direct the expenditure of all Section funds, shall approve all bills, and shall on or before May 31 approve the annual financial statement for its jurisdictional year, June 1 - May 31, certified to by the Auditing Committee as provided under "21. AUDITING COMMITTEE".

The Executive Committee, through the Secretary-Treasurer, shall report at the Annual Meeting of the Section such actions as have been taken by it since the last Annual Meeting.

Any action of the Executive Committee may be overruled by a majority vote of members present at the next regular meeting of the Section following 30 days' written notice given each voting member of the Section, upon the request in writing of ten members of the intent to question any given action of this Committee.

18. MEETINGS OF EXECUTIVE COMMITTEE: The meetings of the Executive Committee shall be held when called for by the Chairman of the Section, and at such time and place as he may direct.

19. ADVISORY BOARD: The Advisory Board shall be the judicial body of the Section. It shall be comprised of seven members who are voting members of the Institute but not members of the Executive Committee except that the Junior Past Chairman of the Section, who is automatically a member of the Executive Committee, shall be eligible for appointment to the Advisory Board. At least three of the members of this Board shall be Past Chairmen of the Section. The Chairman of the Board shall be selected by the Chairman of the Section and shall not serve more than one year consecutively. The other six members of the Board shall be chosen by the Board with the assistance and approval of the Chairman of the Section. The terms of Board members shall be three years each, with the terms of two members expiring each year. A Vice Chairman shall be chosen by the Section Chairman from the six other members of the Board. The Vice Chairman shall serve in this capacity for a period of one year only.

The duties of the Advisory Board shall be to consider and report, as promptly as possible, its recommendation on any matter referred to it by the Chairman of the Section, Executive Committee, ten members of the Section in writing or initiated by itself.

The Chairman of the Advisory Board shall call a meeting upon the request of the Section Chairman, Executive Committee, upon request of two members of the Advisory Board, or at any other time at his own discretion.

20. COMMITTEES: The following Committees shall be regularly appointed early in each Section year by the Chairman. Each committee shall perform such duties as it may be called upon to perform by the Chairman of the Section and as normally may be expected of such a committee.

- (1) Meetings and Papers Committee
- (2) Membership Committee
- (3) Attendance and Sociability Committee
- (4) Student Activities Committee
- (5) Publicity Committee
- (6) Technical Program Committee
- (7) Committee on Transfers

In addition to the standing committees mentioned, there shall be appointed such additional committees as may be required from time to time, including the Nominating Committee and the Auditing Committee.

All committee appointments shall be subject to approval of the Executive Committee.

21. AUDITING COMMITTEE: At the Annual Meeting, the Chairman shall announce the appointment of an Auditing Committee of three members to audit the accounts of the retiring Secretary-Treasurer. This Committee shall on or before May 31, certify to the annual financial report prepared by the Secretary-Treasurer and the same shall be duly approved on or before May 31st by the outgoing Executive Committee prior to the transfer of funds to the incoming Secretary-Treasurer. The report of the Auditing Committee and the financial statement shall be presented for approval of the Section at the first meeting of the new fiscal year.

22. AMENDMENTS: These By-Laws may be amended by a two-thirds vote of the members present at any regular meeting, after thirty days' notice has been given that such amendment is to be considered.

23. GENERAL: Without changing their import, the Secretary may number and, from time to time when amendments are adopted, may renumber the various sections of the By-Laws, so as to serve the purpose of ready reference thereto.

SECRETARY-TREASURER
and
ASSISTANT SECRETARY-TREASURER

The Secretary-Treasurer of the Washington Section is responsible for the records of the Section, except as otherwise directed by the Executive Committee. He shall have on file a copy of the up-to-date By-Laws of the Section and a copy of the directive on "Conduct of Section Activities" from Institute Headquarters.

The Secretary-Treasurer is a member and Secretary of the Executive Committee and is responsible for the advance notices and the minutes of the Executive Committee meetings.

The Secretary-Treasurer is responsible for conducting all necessary correspondence of the Section. Lists of names, addresses and telephone numbers of the various officers, committee chairmen and committee members shall be kept on hand for this purpose. He is responsible for the maintenance of an accurate address list of all members of the Section, which shall be accessible at all times, and for promptly informing Institute Headquarters of any change in the list originating locally.

In this connection he shall

1. Receive Institute Headquarters mailings which are concerned with the members' addresses, membership classification and subsequent changes.
2. Maintain (at the mailing establishment) the actual addressograph plate file of the regular mailing list consisting of section membership, student members, applicants for membership and special mailings; removing and destroying old plates and inserting new ones as the list changes.
3. Maintain a special mailing list consisting of such names as may be submitted by the Chairman of the Publicity Committee or others. Keep a card file of such special mailing list upon which data are shown as to the origin of the request for inclusion, in order to facilitate future checking on the accuracy of the list. Also, such card file, and the name card on the addressograph plate, should show the termination date for names on the list which are only temporarily included. The mailing list will include, among others, the following names:

(A) Secretaries of other engineering societies in the Washington area, to be obtained annually from the Secretary of the D.C. Council of Engineering and Architectural Societies.

(B) Secretaries of other sections of the Institute in the Middle Eastern District (District 2) as published in Electrical Engineering, usually in the September issue.

(C) Recipients of one or more copies of meeting notices for posting. The addressograph plate to carry the notation "For Bulletin Board Posting" and the number of copies. Those recipients of more than one copy to be separated from all others in the file of plates.

(D) Members of other sections on temporary assignment in the Washington area or other special mailings approved by the Executive Committee. Such special mailings should carry a notation on the addressograph plate of the month and year of anticipated termination of the temporary duty to facilitate removal of the plate from the file at that time.

4. Make monthly changes in the addressograph plates which are stored at the mailing establishment. Tabulate for the mailing establishment the following:

(A) The number of plates completely removed from the mailing list.

(B) The number of plates pulled from the list but to be replaced because of changes of address or similar changes.

(C) The number of new plates to be added to the list.

From this information the number of individual mailings to be added to or subtracted from the previous months mailing is the difference between items (A) and (C). This allows the mailing establishment to prevent over or under printing on the next mailing. Also, the total of items (B) and (C) represents the number of plates which the mailing establishment will have made for the Section's account.

5. Instruct the mailing establishment to order the necessary new addressograph plates.

6. Prepare monthly, a tabulation showing the individual changes in the mailing list and a summary report of the effect of such changes on the Section membership total. Supply a copy of the tabulation and summary for the following:

Chairman
 Secretary-Treasurer
 Assistant Secretary-Treasurer
 Publicity Committee
 Attendance & Sociability Committee
 Committee on Transfers
 Membership Committee
 Student Activities Committee
 Mailing

7. Issue once a year a "Classified Section Membership List" by work affiliation. Classified card file of Committee on Transfers to form basis of this list.

8. Forward report on each meeting to Institute Headquarters within 10 days after each meeting, on forms provided by Headquarters.

9. Submit report of Section Expenditures to Institute Headquarters twice yearly as required under Institute regulations and on forms provided by Headquarters.

The Secretary-Treasurer shall prepare for the approval of the Executive Committee a budget based upon estimates of anticipated expenditures submitted by Committee chairmen and officers, and with the guidance of such officers and records of previous years' budget and expenditures as may be necessary. At each regular meeting he shall report to the Executive Committee on the status of the various budget items.

The Secretary-Treasurer shall pay all outstanding bills of the Section upon proper authorization by the Executive Committee. The Executive Committee may authorize the Secretary-Treasurer to pay all routine bills if they are in accordance with the budget and are certified by the respective committee chairman or officer contracting the bill. Any unusual item not specifically included in the budget shall have prior Executive Committee approval before payment.

The Secretary-Treasurer is responsible for collection of, and accounting for local Section dues. He shall transmit bills for local dues on or about November 1, and shall return receipts upon payment of dues to any member upon request. He shall maintain membership records showing payment of dues by each member, and these

records must be made available to the Auditing Committee together with other financial records of his office. Local Section dues are assessed against all members shown by Headquarters as members of the Section.

All Section funds are the responsibility of the Secretary-Treasurer. He keeps an accurate record of all receipts and expenditures for the Section. Any bank funds, accounts, check books, securities and valuables are turned over to the Secretary-Treasurer at the beginning of his term of office and after audit by Auditing Committee. An Auditing Committee report must also be made up on his financial records at the end of his term of office. Bank statements are checked each month with balance in check book and note is made thereon showing that same has been checked. Statements of expenditures and balances shall be made to the Executive Committee each month. In connection with Section funds, it is the responsibility of the Secretary-Treasurer to make a financial report to Institute Headquarters at stated intervals in order that the Section may receive its yearly appropriations. In this connection, it may be noted that the amount of the appropriations depend upon the number of members and the number and attendance of General and Technical Meetings held within a given period, plus the amount expended during this period. It is therefore necessary that the Chairman of the Meetings and Papers Committee and the Chairman of the Technical Program Committee forward to the Secretary-Treasurer a copy of the minutes of each regular and technical meeting. The Secretary-Treasurer is responsible to Institute Headquarters for reports on meetings held.

If the Secretary-Treasurer considers that the Section has sufficient funds to warrant some investment from time to time, he shall recommend to the Executive Committee, for their approval, such proposed investment as he might deem advisable. He must manage all outstanding securities and funds of the Section to see that proper dividends, interest and/or payments are received and advise the Executive Committee of any action deemed necessary. At the end of his term of office, the Secretary-Treasurer shall, in cooperation with the incoming Secretary-Treasurer, make sure that all necessary changes of address are made in connection with bank statements, stock dividends, safe deposit box, etc.

The Secretary-Treasurer may delegate to the Assistant Secretary-Treasurer such duties as he may wish, except that he cannot delegate responsibility for the care and expenditure of funds.

The Secretary-Treasurer prepares an annual financial report for presentation to the Executive Committee (By-Laws Section 15) and an annual report to the Section of the actions of the Executive Committee (By-Laws Section 17).

ADVISORY BOARD

General

The Advisory Board is the judicial body of the Section, and also gives consideration to problems and special assignments referred to it.

Organization

The Advisory Board is composed of seven members of the Section who are selected and appointed by the Advisory Board with the assistance and approval of the Chairman of the Section. At least three members of the Board shall be past Chairmen of the Section.

Six members of the Board each serve three-year terms, the terms of two members expiring each year. The seventh member of the Board is appointed for a one-year term only.

A Chairman and a Vice Chairman of the Board are appointed by the Chairman of the Section, for one-year terms only, from the three-year members of the Board. The Chairman of the Board may not serve for more than one year consecutively. It has generally been found advisable, though not obligatory, that the immediate past Chairman of the Section is appointed as a three-year member of the Advisory Board and that in his first year as a member of the Board he shall be appointed Vice Chairman. The appointment of this member as Chairman of the Board in his second year insures continuity of policy and effort.

Vacancies in the membership of the Board shall be filled by the appointment of a new member to serve the unexpired balance of the term left vacant.

Duties

The duties of the Advisory Board shall be to consider and report to the Executive Committee, or direct to the Section members, its recommendation on any matter referred to it by the Chairman of the Section, Executive Committee, in writing by ten members of the Section, or on any matter initiated by itself.

Examples of duties of the Advisory Board are as follows:

1. The establishment and maintenance of long-range programs for the participation of Section members in District and National Institute activities.

2. The study of Institute problems and policies as they affect the Section.
3. The consideration of legislative, economic and professional matters affecting the Section.
4. The development of Section policies, procedures and activities.
5. The consideration of inviting Institute, District II, and "other than Section" meetings to be held in Washington under sponsorship of the Washington Section.
6. Responsibility for annual revision and issuance of Operations Manual of the Section.
7. The consideration of establishing sub-sections and student branches.
8. The execution of special assignments.

Meetings

Meetings of the Advisory Board shall be held as required.

Budget

An estimate of expenses expected to be incurred by this Board should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

A.I.E.E. WASHINGTON SECTION
ADVISORY BOARD
TERMS OF OFFICE

Chairman	1948 1949	O'Brien (a)	1949 1950	Ames (a)	1950 1951	Bennett	1951 1952	Lewis	1952 1953	Crider	1953 1954	1954 1955
Member #1	Wilhelm	Wilhelm			Lewis (b)	C.E. Bennett**		Lewis	(b)		(a)	(a)
Member #2	* (Black) Silsbee	(Black) Silsbee			Coleman (b)	Coleman		Coleman	(b)		(b)	(b)
Member #3	Ames (b)	Ennis**			Ames	Crider		Kelley**	Crider		(b)	(b)
Member #4	Willcutt (b)	Willcutt			Willcutt Lank ***	Lank		Lank	Lank		(b)	(b)
Member #5	Pease**	Pease (b)			Pease	Pease		Fifer	Fifer		Fifer	Fifer
Member #6	Dietz	Bennett (RD) (b)			Giroux**	Bennett		Willcutt	Willcutt		Willcutt	Willcutt

NOTES

Designates end of term on committee.
Resigned because of move from city. Replaced by new man for balance of term, 2 years. Selection made by Advisory Board.
To be appointed by Section Chairman for term of one year.
To be appointed by Advisory Board for 3 year term. (By-Laws of Section provide that 3 members of Advisory Board shall be past Section Chairmen).

Given 1 year term in place of Chairman.
Appointed 11-16-50 to fill vacancy.

*

(a)
(b)

**

MEETINGS AND PAPERS COMMITTEE

General

The purpose of this committee is to arrange the programs of the general monthly meetings. This involves the selection of topics and qualified speakers for each meeting. It is essential that this committee be organized early in the summer and that programs be arranged as far in advance as possible.

The program for each meeting shall be brought before the Executive Committee of the Section for discussion and approval. Successful committees in the past have held at least two meetings during the summer and have brought to the first Executive Committee Meeting an outline of a complete program for the year. At this first Executive Committee Meeting the Meetings and Papers Committee Chairman should present the program for the first general monthly meeting as a definite proposal so that it can be approved by the Executive Committee and final arrangements completed for the program.

The Section is required to send a report of each meeting to National Headquarters on proper forms provided by Headquarters. The Chairman of the Meetings and Papers Committee is responsible for the preparation of such a report on each monthly general meeting. He should obtain a supply of these forms from the Secretary-Treasurer and after each meeting the forms should be completed and forwarded to the Secretary-Treasurer for signature and mailing to Headquarters.

The Chairman of the committee shall make arrangements to have a copy of the published notice of the meeting sent to the speaker for his information.

Type of Meetings

The general monthly meetings are held the second Tuesday of each month starting in October and ending in May unless otherwise ordered by the Executive Committee.

One meeting is normally reserved for students and is known as "Students' Night". This meeting is arranged for by the Students' Activities Committee in cooperation with the Meetings and Papers Committee.

One meeting is generally set aside as "Ladies' Night". Some other meetings may be joint affairs with other local societies.

It has been customary to hold a joint meeting with the Maryland Section each year, alternately in Washington and Baltimore.

In general, talks at the general monthly meetings should be technical yet popular in nature and so designed as to appeal to the largest group of members possible. Newsworthy topics handled by well-known speakers should be the goal. Subjects may well relate to electrical engineering in its broadest aspects and social implications. The Ladies' Night meeting may involve a program featuring a motion picture instead of a speaker, or some other form of non-technical entertainment.

Inspection trips of a general nature may be arranged by this committee, subject to approval by the Executive Committee.

Organization

The committee should consist of a Chairman, Vice Chairman and committee members. The size of the committee should be determined by the Chairman but as a rule should consist of representatives of sufficient industry, educational and government groups to assure programs of general interest.

The committee should hold its first meeting early in the summer, decide on recommendation and obtain approval of topics for the first meetings of the forthcoming year. Programs for subsequent meetings should be arranged for as early thereafter as possible, with alternative possibilities available where practical.

Individual committee members should choose a meeting and agree to handle all matters relating to it, such as choosing a speaker, contacting the speaker, handling the necessary details incident to the negotiations, furnishing the Publicity and Attendance-Sociability Committees the information they need for publicity and arrangements, and finally seeing that the speaker is satisfactorily received and cared for while he is in the city.

Where a joint meeting with another society is to be held with the other society as host, most of the work is handled by the other society. In each such case, however, a representative of our Meetings and Papers Committee should be assigned to work with the other society.

Papers

All papers should be considered by the Committee on the basis of subject interest and merit for possible entrance by the Committee on behalf of the author in District and Institute prize paper competitions and for forwarding to "Electrical Engineering" for publication consideration. (See Sections 46, 47 of The Institute By-Laws.)

Budget

An estimate of expenses expected to be incurred in obtaining speakers should be submitted to the Secretary-Treasurer of the Section for budget approval and appropriation. Consideration will be given to payment of fees or traveling expense of speakers if qualified speakers not obtainable without such expense. Expenses incurred should be submitted in writing by him for reimbursement.

Meetings

A 1950-51 poll of the membership indicated that a frequency of technical meetings was one per month. Regularity of meetings would have some advantage such as "on the fourth Thursday".

Technical Topics

The following topics are listed as typical of subjects for discussion in Technical Group meetings:

A. Electronics Group

Electronics in Railroad Applications
Fast Range Instrumentation
Miniature Components
Electronics in Meteorology
Plastic Electron
Electronics in Astronomy
Nuclear Instrumentation
R.F. Processing of Foods

B. Communications Group

Aircraft Telemetry Relay
Radio Relay Links (Microwave)
Interference Problems
Special Code Communications Systems
Communication Theory

TECHNICAL PROGRAM COMMITTEE

General

The function of the Technical Program Committee is to make all arrangements, subject to approval of the Executive Committee, for group discussions of technical subjects to be conducted on a more advanced basis than desirable in general meetings. The objective is (1) to elevate the plane of these technical discussions so that there exists a good balance between theory and popular presentation, (2) to obtain a level that will satisfy all members of the A.I.E.E., and (3) to promote a higher standing of the Washington Section in technical matters. It is intended that the program arranged by this committee include an accomplished speaker presenting background and theory, techniques and demonstrations to illustrate the principles. As far as consistent with the above objective, local talent should be encouraged. Field trips are suggested where they will add to interest in the program. A 1950-51 poll indicated evenings or Saturdays as the preferred times for inspection trips.

Meetings

A 1950-51 poll of the membership indicated that a desirable frequency of technical meetings was one per month. Regularity of meetings would have some advantage such as "on the fourth Tuesday".

Typical Topics

The following topics are listed as typical of subjects for discussion in Technical Group meetings:

A. Electronics Group

Electronics in Railroad Applications
Test Range Instrumentation
Miniature Components
Electronics in Meteorology
Plastic Electret
Electronics in Astronomy
Nuclear Instrumentation
R.F. Processing of Foods

B. Communications Group

Aircraft Television Relay
Radio Relay Links (Microwave)
Interference Problems
Coaxial Cable Communications System
Communication Theory

Magnetic Tape Recording
 FM vs. AM Transmission
 Crossbar Telephone Switchboard
 Circular Polarization as applied to Communications

C. Electrical Research

Conduction in the Solid State
 Seismograph in the Gulf of Mexico
 Magnetic Amplifier
 Distributed Vacuum Tube Amplifier
 Digital Computers
 High Frequency Characteristics of Vacuum Tubes

D. Mathematics

Hamiltonian Papers
 Westinghouse Computer
 Gravitation Fields and Forces
 Electromagnetic Theory
 Selected talks by outstanding men in this field.

E. Power

Generation
 Transmission and Distribution
 Utilization
 Atomic Energy
 Field Trips

This grouping was altered in the 1950-51 season to the following:

- A. Communications, Electronics, Instrumentation
- B. Basic Sciences, including Fundamental Concepts, Mathematics
- C. Power, including Generation, Transmission, Utilization

Papers

All papers should be considered by the Committee on the basis of subject interest and merit for possible entrance by the Committee on behalf of the author in District and Institute prize paper competitions and for forwarding to "Electrical Engineering" for publication consideration. (See Sections 46, 47 of The Institute By-Laws.)

Organization

The committee should consist of a Chairman, Vice Chairman and committee members. The size of the committee is determined by the Chairman of this committee, but as a general rule the committee should consist of carefully selected representatives of industry, government, educational institutions, etc. who are qualified to develop and carry out a program satisfying the above described objectives. The committee members should each be assigned responsibility for one of the several groups, i.e., Electronics Group, Communications Group, etc. The selection of topic and speaker for each group should be made at meetings of the general committee or of separate technical meetings as decided by the Chairman of the Technical Program Committee. The Chairman of each sub-technical group should inform the Chairman of the Technical Program Committee of the confirmed speaker, topic and bibliography, and facilities required as soon as possible. It is also important to see that arrangements are made through the Chairman or Vice Chairman, Technical Program Committee, at least six weeks in advance of each meeting for publicity, auditorium facilities, amplification facilities, etc.

Budget

An estimate of expenses expected to be incurred in obtaining speakers should be submitted to the Secretary-Treasurer of the Section for budget approval and appropriation. Consideration will be given to payment of fees or traveling expense of speakers if qualified speakers not obtainable without such expense. Expenses incurred should be submitted in writing by him for reimbursement.

Reports

The amount of the appropriations made by the Institute Headquarters to the Washington Section depends upon the number of members and the number and attendance at General and Technical meetings held within a given period. It is therefore necessary that the Chairman of the Technical Program Committee forward to the Secretary-Treasurer a copy of the minutes of each technical group. It is also the responsibility of the Technical Program Chairman to prepare five copies of the minutes of each meeting in accordance with the form supplied by Institute Headquarters. Copies of this form may be obtained from the Secretary-Treasurer. These copies are distributed as follows:

Secretary, Washington Section	2
Chairman, Washington Section	1
Sub-Chairman, Technical Program Committee	1
Chairman, Technical Program Committee	1

One of the copies sent to the Secretary is endorsed by him and forwarded to Institute Headquarters.

PUBLICITY COMMITTEE

General

The function of this committee is to see that adequate publicity is obtained for Washington Section A.I.E.E. activities. By means of the public press, the radio, etc., every effort should be made to publicize programs of the Section and all of its activities. Also full publicity should be given to the success of members of the Section as a means of gaining recognition for the Section and adding to its prestige. Full emphasis should likewise be given to increased recognition for Student Branches at schools and universities with the objective of having them recognized by the public as a part of the Section's interests.

It is the function of this committee to send out all notices of meetings held by the Section and to arrange for all posters, etc. required to publicize meetings. The Chairman will receive monthly reports from the Secretary-Treasurer as to current numbers of members as a guide to the number of notices needed. The committee shall cooperate with the Secretary-Treasurer regarding special mailing lists.

Organization

The committee should consist of a Chairman, Vice Chairman, and such committee members as the Chairman considers necessary.

As aids in achieving the objective of better coverage of Washington Section activities, it is suggested that a member of this committee be assigned to cover the work of each of the other Section committees and that a different member be given the responsibility for drafting copy and follow-up on each monthly bulletin or post card.

The Chairman of the committee shall be considered as a meetings coordinator and is charged with the responsibility of securing advance publicity on meetings in ample time so that notices may be published on schedule. He shall see that information on each meeting is sent to the D.C. Council for publication in the newspapers. He should have in mind that meeting notices have little or no value unless they are mailed not less than one week before the date of the meeting.

Budget

An estimate of expenses expected to be incurred for publicity should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

ATTENDANCE AND SOCIABILITY COMMITTEE

General

The purposes of this committee are (1) to promote attendance at the meetings and (2) to stimulate good will and friendliness among the members and guests of this organization. Its objective is to assure that all associated with the Institute personally feel that they "belong". While the disposition of one member to associate and converse with another is obviously a condition which cannot be effected by any established formula, the existence of a friendly, casual environment will certainly go far toward stimulating such activity.

This committee shall attempt to promote a genial atmosphere by:

1. Arranging dinners from time to time for A.I.E.E. members and guests.
2. Arranging for refreshments following monthly meetings when authorized.
3. Greeting members and guests at the dinners and the meetings.
4. Assisting chairman in welcoming new members.
5. Assuring that the meeting place is available and that all necessary equipment is on hand well before the meeting time.
6. The distribution of lapel identification cards at each meeting and dinner. These cards will be collected after the meeting and an attendance record compiled. This record is transmitted to the Chairman of the Meetings and Papers Committee or the Technical Program Committee as may be appropriate for forwarding to the Secretary-Treasurer. Names of guests will be turned over to the Membership Committee.
7. Introducing members and guests to each other whenever the opportunity presents itself.

In addition to the duties set forth above, the committee will handle any special activities relating to attendance or sociability which may be assigned to it by the Executive Committee.

As part of the duty of welcoming new Section members it is recommended that the Committee obtain business affiliation information from new members and forward it to the Committee on Transfers.

Organization

In order to facilitate the effective operation of this committee and to assure an equitable and efficient distribution of duties, a number of subcommittees are suggested, usually three, each of which should have certain specific responsibilities and authority. It is suggested that these subcommittees be administered by appointed chairmen and be identified as:

1. Regular Meetings Subcommittee
2. Technical Programs Subcommittee
3. Special Activities and Dinner Subcommittee

The suggested responsibilities of these subcommittees are as follows:

The Regular Meetings Subcommittee and the Technical Programs Subcommittee shall be responsible for attendance and sociability functions for the meetings sponsored by the Meetings and Papers Committee and the Technical Programs Committee, respectively. These functions include the following:

1. Maintain close liaison with the chairman of the committee sponsoring the meeting to determine date, time and place of regular meetings.
2. Arrange for suitable meeting place for regular meetings.
3. Assure that the Attendance and Sociability Committee is properly and adequately represented at each meeting.
4. Assure that meeting place is properly arranged with all necessary equipment available prior to the meeting.
5. Provide and distribute lapel cards before the meeting.
6. Collect lapel cards after the meeting.
7. Maintain an attendance record of all meetings.
8. Forward cards of all visitors to the Membership Committee. Number of members, student members and visitors should be reported to the Chairman of the Meetings and Papers Committee, or the Chairman of the Technical Programs Committee.

9. Assist the Section Chairman in any arrangements which may be required during the meeting.

10. Assist the Section Chairman in introducing new members.

11. Welcome members and guests when they arrive at the meeting.

The Special Activities and Dinner Subcommittee shall be responsible for arranging all dinners given for the guests and members of the Section, and the administration of any other special activities which may be assigned to this committee. The activities of this committee with respect to handling the dinners shall include:

1. Arranging the dinners.

2. Notifying the Publicity Committee and others concerned of the time, place and price of the dinner.

3. Arranging for reservation cards, or notations on meeting notices of the telephone number to call for reservations.

4. Greeting the members and guests at the dinners and distributing lapel cards (if used).

5. Collecting for meals at the dinner or by prior arrangement.

6. Arranging for reserved seats for the Chairman, speaker and other honor members or guests.

7. Arrange for refreshments when such activity is authorized.

Budget

An estimate of expenses expected to be incurred in arranging for refreshments following monthly meetings and other similar items, should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

MEMBERSHIP COMMITTEE

General

The Membership Committee is charged with the responsibility of bringing the advantages of membership to the attention of desirable candidates for admission to the Institute. By "desirable" is meant persons having the standing and qualifications specified for the various grades of membership. The committee member is a representative of the Institute and should be careful to avoid the appearance of "high pressure" solicitation of membership, as this would not be in keeping with the dignity and tradition of the Institute.

Organization

Early Organization of Committee. The Membership Committee should be organized soon after the beginning of the Section year in order that active membership work may be started promptly.

Size of Committee. There should be a member on the committee from each large industry, company or agency having a considerable number of prospective members. In addition there should be other members on the committee who specialize on interviews with more isolated prospects. In general a large rather than a small committee is preferable.

Auxiliary Subcommittees. Where an industry or agency within the Section is of such size as to warrant the appointment of several committee members to handle the membership work, it may be preferable to appoint an auxiliary subcommittee for the purpose, of which the chairman only is a regular member of the Membership Committee. This has the advantage of permitting the appointment of a large auxiliary subcommittee where necessary, without making the main committee too large.

Branch Members of Committee. It is advisable, when possible, to appoint to the committee one of the engineering faculty members of the institution at which a Student Branch is organized. In some instances the Counselor of the Student Branch has been appointed.

Rotation of Committee Personnel. It is desirable that there be some rotation of committee personnel, from year to year, among members of the Section. The annual rotation should run between 20 and 30 per cent, which would result in a carry-over of from 70 to 80 per cent in experienced members between successive years.

Membership Committee Procedure

Committee Meetings. Although the active work of committee members is largely performed outside committee meetings, a certain number of committee meetings should be held during the fall and winter months. These meetings are mainly to:

- (a) Organize the committee and decide upon a program of work.
- (b) Stimulate interest in membership work.
- (c) Develop the most effective methods of interesting prospects.

Initial Meeting of Committee. The initial meeting of the committee should be held as soon as the appointment of committee members has been completed. This is the meeting at which the committee should be organized and started on its work with a proper conception of the importance of the membership procurement activity to the Institute, a thorough understanding of the rules pertaining to membership in the Institute, and a knowledge of the best and most effective methods of interesting prospects in membership. If practical, regular monthly meetings should be held.

Locating Prospects. Before a prospective member can be interviewed, he must first, of course, be located. The following is a discussion of the usual sources of information as to prospects:

- (a) List all eligible persons who are not now members, and record opposite their names a brief statement of results of interviews with them, for future reference. When the status of one of these prospects changes, he may again become a prospect for membership even though a previous contact was unsuccessful.
- (b) A statement by the Chairman at Section meetings asking members to refer prospects to the Membership Committee may bring some response.
- (c) Non-member visitors at Section meetings. This is an excellent source of prospects, particularly in the case of Section meetings of special interest. The common practice is to have cards which are filled out by members and visitors at these meetings, showing information as to name, society affiliation, address, business, and whether or not interested in membership. These cards are referred to the Membership Committee for their information and use as appropriate. The chairman of each meeting can profitably call attention to the opportunity presented by the card for prospective members to make their interest known to the Section.

(d) **Student Members.** The Section Membership Committee should use its influence to encourage students who graduate to submit their applications for admission as Associate Members prior to March first of the fiscal year in which their student status ceases. (See Section 57 of Institute By-Laws). Under this arrangement the student member is exempt from payment of an entrance fee. For this purpose the Headquarters' office furnishes the Section Membership Committee with a list of names of such Students during the early part of January. These should be followed up immediately after being received since little time is then left before March first and these student members form an excellent source of prospective members.

The Membership Committee of A.I.E.E. Headquarters has prepared a suggested talk which is to be given to electrical engineering students in the fall to encourage their enrolling as student members. The Chairman of the Committee should write to Mr. H. H. Henline at National Headquarters and obtain sufficient copies of this talk for the use of his committee members.

Interviewing Prospects. One's ability to obtain members for A.I.E.E. depends very much on his understanding of the purposes of the Institute and his own complete belief in the value of the Institute to himself. Only those so imbued with the spirit of our organization should be called upon to contact prospective members.

(a) Value of personal interviews. Personal interviews are the most effective means of convincing prospects and any other methods should be considered supplementary. Telephone contacts are next best and letters should be used only to introduce the subject and arrange for the personal interview. A personal letter can be of considerable help in this.

(b) Benefits of membership. The committee should fully develop, for presentation to prospects, the indirect benefits of membership in the Institute arising through cooperation with other members of the electrical engineering profession in promoting ethical standards of conduct, improving the status of its members, encouraging development and research, assisting younger members of the profession, cooperating with other engineering societies in matters of professional and public interest, etc. These are frequently the most convincing reasons for joining the Institute, particularly to older and more advanced members of the profession.

Contacts with Delinquent Members. The names of members in arrears are furnished to the Secretary shortly after the close of each fiscal year with suggestion that it be passed on to the Chairman of the Membership Committee. It is highly desirable that the Membership Committee contact these members and persuade them to retain membership.

Welcoming New Members. It is suggested that the Membership Committee arrange through the Chairman of the Section for new members to be appropriately welcomed by letter and personally at Section meetings and introduced to other A.I.E.E. members.

Committee Records. A card record of prospects referred to the Section Membership Committee should be maintained by the Chairman or Secretary of the Committee, since it provides a convenient means of keeping track of prospects for current use and for turning a record of prospects on hand at the end of the year over to the incoming committee. Under this record plan committee members report action on prospect slips which are turned over to the committee chairman or secretary so that prospect record cards may be marked accordingly. The Secretary of the Section receives, twice each month, a list of applicants, new members, transfers, and removals. The Membership Committee Chairman should request the Secretary to furnish this information to him.

Literature, Application Forms and Stationery. Pamphlets explaining the aims and purposes of the Institute, its activities, and membership advantages, are prepared and issued to membership committees by Institute headquarters. A supply of this current literature should be obtained by each committee chairman, and the necessary amounts distributed to committee members. Each committee member must be supplied with the latest Year Book, which is furnished at no charge by writing to Headquarters.

Application forms are also supplied by Institute headquarters. Additional forms may be obtained at any time upon request.

Budget

An estimate of expenses expected to be incurred by this Committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

Membership Incentive Award

On April 25, 1952, the Membership Committee adopted a proposal for a MEMBERSHIP INCENTIVE AWARD. This proposal was submitted to the Executive Committee of the Section on May 9, 1952

and was adopted in principle by the Executive Committee. The Membership Committee is authorized, if it so desires, to set up a contest following the procedure outlined below. A suitable plaque or award will be authorized by the Executive Committee at the appropriate time.

Eligibility for the Contest

Any member of the Washington Section who is responsible for the completion of three membership blanks or six student membership blanks, and forwards the completed blanks to the Chairman of the Membership Committee, shall be eligible for the contest. Section Officers and Committee Chairmen and Vice-Chairmen are not eligible for the contest.

Criteria for Judging the Contest

(Points to be awarded for the various activities are given in parentheses following the activities in question.)

A. Number of membership blanks completed and forwarded through the Membership Committee (10 points for each membership blank; 3 points for each student membership -- student membership to be reported merely by listing of names -- plus a bonus of points to equal in number the percentage of senior students retaining memberships on graduation in excess of 60 percent of those who were student members during their senior year).

B. Interest in Committee and Section activities:

(1) Attendance at Committee meetings (12 points for perfect attendance; points pro-rated for partial attendance).

(2) Attendance at section or technical program meetings (1 point per meeting), with a bonus (2 points per meeting) for each potential member escorted (name-on-card) to meetings.

(3) Membership campaign publicity, e.g. papers or talks on desirability of membership (points at the discretion of the judges).

(4) Exemplary behavior as an AIFE member in civic affairs (points at the discretion of the judges.)

(5) Other activities promoting membership (points at the discretion of the judges).

Judges for the Contest

The committee of judges shall comprise the Chairman of the Membership Committee, the Section Chairman, and one member of the Advisory Committee, each of these officials to hold office for the period covered by the contest.

The Chairman of the Membership Committee shall prepare the list of eligible persons and shall collect the data for judging those on the list.

The total number of points awarded on discretion of the judges to any contestant shall not exceed 30 percent of the maximum point score accrued by any contestant (exclusive of discretionary points).

Tentativeness of These Proposals

It is considered that any set of proposals adopted as a basis for initiating procedures will be subject to modification in the light of experience in their operation.

To aid in this classification the 1954-55 Committee prepared two complete card files on our Section membership. One of these is alphabetically arranged by name, and gives grade and year information, experience, and any committee action so far taken. The other is alphabetical by business affiliation and is of great value in determining the associates of persons under consideration for transfer, and thus obtaining the necessary estimates of performance, responsibilities, etc.

There is currently no system established for keeping these files up-to-date. It is strongly recommended that the Incoming Committee on Transfers develop, with the Assistant Secretary-Treasurer, a system for keeping these files up-to-date, and that subsequent committees maintain it. The files can form a sound basis for consistent and connected action of this Committee.

Selection of Committeemen

After the membership list has been classified the Committeemen should be chosen to represent the greatest possible cross-section of the Washington Section membership. By choosing Committeemen who are in a position to know the work of a large group of the Section membership, the Committee can secure first-hand information on the importance of the work many of the Section members are doing and the degree of responsibility these men carry in their work. It is desirable that part

COMMITTEE ON TRANSFERS

General

The purpose of this Committee is to periodically review all the membership of the Washington Section as to grade and to take necessary steps to obtain for each member the grade in the Institute his experience and attainments in the profession entitle him to.

Classification of Section Membership

The first step in organizing the Committee's work for the new year is to analyze the work of the Committee on Transfers for the past two years to determine what work remains to be done. Tabulation of the names of the members according to grade and year should be made and the action of the past two years of the Committee indicated against each member. From this tabulation the names of those not acted on by the past two Committees is determined. This list of names, supplemented by such names as subsequently are found necessary because of moves of members into the Section, will be considered as a basis for the Committee's work in the new year. By this means reviews and action on the complete membership of the Washington Section is obtained.

To aid in this classification the 1950-51 Committee prepared two complete card files on our Section membership. One of these is alphabetically arranged by name, and gives grade and year information, experience, and any committee action so far taken. The other is alphabetical by business affiliation and is of great value in determining the associates of persons under consideration for transfer, and thus obtaining the necessary estimates of performance, responsibilities, etc.

There is currently no system established for keeping these files up-to-date. It is strongly recommended that the incoming Committee on Transfers develop, with the Assistant Secretary-Treasurer, a system for keeping these files up-to-date, and that subsequent committees maintain it. The files can form a sound basis for consistent and connected action of this Committee.

Selection of Committeemen

After the membership list has been classified the Committeemen should be chosen to represent the greatest possible cross-section of the Washington Section membership. By choosing Committeemen who are in a position to know the work of a large group of the Section membership, the Committee can secure from within its own ranks, a good picture of the importance of the work many of the Section members are doing and the degree of responsibility these men carry in their work. It is desirable that part

of the Committeemen be carried over from one year to the next in order to give continuity to the established procedures of the Committee. It is recommended that about fifty per cent of one year's Committee be carried over to the next year's Committee.

Committee Work Load

It is recommended that the Committee be large enough so that the work load will not become excessive. It is suggested that each Committeeman be assigned not over fourteen members to process. Sufficient meetings should be held to cover the work required. The first meeting should be one of organization and the last meeting devoted to closing out any unfinished business.

Committeemen's Methods of Investigation

In investigation of the qualifications of the members of the Washington Section, the Committeemen will probably use various methods of securing data. In all cases, of course, the personnel records are available to the Committeemen. The work associates of the member under consideration are a valuable source of information as to the type of work being done as well as the degree of responsibility which the member has attained. There are other members from whom the required information may be obtained by writing them and urging them to submit for consideration an outline of the educational and engineering experience of the member under consideration.

Committee Consideration and Action

It is recommended that the Committeemen investigate the experience record of the members assigned to them and bring the reports of such investigations to the scheduled Committee meetings. The individual reports should, of course, be presented in the strictest confidence, and the Committee participate in a round table discussion of each case. The Committeeman presenting the case should answer all possible questions about the member under consideration, and when the Committee has fully discussed the case a vote should be taken indicating whether the Committee feels that the member is eligible for transfer to membership of higher grade. If the Committee action is affirmative a letter is sent to the member inviting him to submit an application for transfer and offering the assistance of the Committee in preparation and submission of the application. He should be informed as to the advantages of applying for a transfer, particularly from the Associate to the Member grade, since a change of dues is here involved. If the Committee action is negative the case is closed for the year. Where negative action is the result of insufficient experience a note is made on the chart under the year in which his case should again be taken up. When there is reasonable doubt as

to whether the data presented shows whether or not the member under consideration is eligible for transfer, the Committeeman makes further investigation of the case and brings supplemental information to the following meeting for the consideration of the Committee.

Committeeman Follow-Up

When Committee takes affirmative action in a case and a member of the Washington Section is invited to submit an application for transfer, the Committeeman who has been assigned to present the case should act somewhat as a sponsor. He should represent the Committee, follow-up the case to encourage the member to submit an application, assist the member in preparing the transfer form, and through the Committee Chairman forward the application to the New York Office of the Institute with a note as to the favorable action of the local Committee.

Scope of Committee Authority

Contacts with the candidates by the Committeemen should stress the point that approval or disapproval of his application is in the hands of the Institute Board of Examiners and that the local Committee on Transfers is only attempting to encourage those who appear to have qualifications entitling them to higher grade to make application for transfer.

It is recommended that the Committee on Transfers offer to support any member they deem eligible in his application to Headquarters for transfer, but that the Committee's responsibilities end with this offer. If the member prefers not to accept the implied recognition in such an offer, he is of course free to refuse.

Budget

An estimate of expenses expected to be incurred by this Committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

STUDENT ACTIVITIES COMMITTEE

General

The purpose of this committee is to promote and stimulate A.I.E.E. Student Branch activities in schools and universities located within the territory of the Washington Section and to emphasize cooperation between the Student Branches and the Washington Section.

Suggestions of means for carrying out these purposes are as follows:

1. Supplement the mailing of meeting notices to all Student Branch members by arranging for posting of posters or copies of meeting notices on school or university bulletin boards.
2. Seeing that students who do attend the Section meetings are made welcome at all meetings.
3. Appoint a Student Activities Committee member for each school or university. The Committee member should, if possible, be the counselor of the Student Branch, and if he can do so, he should attend each meeting of the Student Branch.
4. Arrange to have Section officers attend one meeting of each Student Branch per year.
5. Promote an annual Section - Student Branch meeting which shall be a regular Washington Section meeting. The meeting should, if possible, include a dinner at which each Student Branch member is sponsored by a Washington Section member.
6. Encourage student members to become Associate Members upon graduation and to become active in Section affairs.
7. Encourage student participation in the District A.I.E.E. prize paper competition and further encourage student participation through Section prizes.
8. Make available a list of speakers in the Washington Section to all Student Branches in the area. This list is the most useful aid that the branches can derive from the Section, and the list should be revised and distributed annually. This list also should include any nearby activity which would be available for an inspection trip.

9. Arrange to publicize Student Branch meetings programs among the Section membership.

10. Make available to each of the Student Branches, an award consisting of membership in the A.I.E.E. at the grade of Associate to be given to the student doing the most to promote Student Branch activities.

Organization

The Student Activities Committee should consist of a Chairman, a Vice Chairman, and at least one committee member for each school or university in the Washington area. It is the function of the Chairman and Vice Chairman to supervise the functions of the committee as a whole, and the function of the committee member is to work with his particular Student Branch, to promote the interest of that Branch in A.I.E.E. matters, and to assist in every way possible in the preparation of the student members for participation in Section affairs after graduation.

Budget

An estimate of expenses to be incurred by this committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement. Funds should be sufficient to cover underwriting of "Student Night" banquet; Section award for prize paper competition; "most outstanding student" awards.

AUDITING COMMITTEE

This committee consists of three members, and frequently includes the incoming Secretary-Treasurer. It has the following responsibilities:

1. To check all disbursements.
2. To check all receipts (including local members dues).
3. To examine all assets, such as securities, bank balances, etc.
4. To check expenditures in relation to the approved budget.

The audit is customarily made about May 31st, and can conveniently be the occasion of the transfer of the Section's assets to the incoming Secretary-Treasurer.

The report of the Auditing Committee, including a statement of the financial condition of the Section, must be reviewed by the Executive Committee for approval, after which it is presented to the Section for approval at the first meeting of the new fiscal year.

NOMINATING COMMITTEE

In accordance with the By-Laws, a Nominating Committee shall be appointed by the Chairman of the Section each year. This should be done prior to January 1st of each year.

This Committee shall prepare a list of nominees for the offices to be filled at the next election and shall notify the Secretary of the Section of its selection not later than January 31st of each year.

The offices to be filled and for which nominations are to be made are:

Chairman	1
Vice-Chairman	1
Secretary-Treasurer	1
Executive Committee	2
Alternate to Summer General Meeting	1

It is customary for the Chairman of the Nominating Committee to ascertain whether the persons nominated will agree to serve if elected, before submitting the committee's list.

It is desirable that the members of the Nominating Committee should consist of past chairmen of the Section or members of the Section who will not be considered for any of the elective offices by the Nominating Committee. The Nominating Committee should be guided but not necessarily controlled by a compilation of "points" under the informal "point system" adopted by the Section and compiled by the Activities Personnel Committee.

COMMITTEE ON TELLERS

This committee is appointed by the Section Chairman, with approval of the Executive Committee, to receive and count ballots of Section elections whenever, under the By-Laws, written ballots are required.

The committee is to consist of three members and under the terms of the By-Laws their procedure shall be as follows:

1. The Committee of Tellers shall receive, unopened, all ballots from the Secretary. It shall forthwith proceed to check the names of members appearing on the ballot envelopes for eligibility to vote. Any envelopes bearing names of members ineligible to vote shall be destroyed, unopened, together with their contents.
2. The plain envelopes containing legal ballots shall be removed from the outer mailing envelopes and the outer mailing envelopes destroyed.
3. After the mailing envelopes have been destroyed, the ballots shall be removed from the plain envelopes, the voting tabulated and the results of the election shall be forwarded to the Chairman of the Section, in writing, signed by the Committee on Tellers.
4. Ballots shall be preserved in a place of safe-keeping until after installation of elected officers, whereupon they shall be destroyed.

COMMITTEE ON AWARDS

General

The purpose of this committee is to encourage members of the Washington Section to write and present more and better technical papers in the field of Electrical Engineering. To accomplish this, the committee establishes rules for a prize paper contest, has included a fund in the current budget for prizes, and promotes the contest. A copy of the rules used in this contest is attached.

In addition to the above, the committee selects a candidate to be recommended by the Section for the Engineering Award of the Washington Academy of Sciences. This selection is usually made in the early part of December but the time may vary somewhat each year.

Budget

An estimate of expenses expected to be incurred by this committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

Institute headquarters will donate \$100 each year for prizes in Section prize paper contest, payable directly to winners as determined by the Section. Headquarters also sends certificates to winners with prize money.

AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS
WASHINGTON SECTION

PRIZE PAPER COMPETITION RULES

I Awards

1. Each prize consists of a sum of money and a Certificate of Award. There will be three prizes in the following amounts:

\$50	First Prize
\$30	Second Prize
\$20	Third Prize

2. Co-authors will split prize money; each will receive a Certificate.

II Persons Eligible

1. To compete for these awards requires only that the author (or one of the co-authors) be an eligible member of the Institute, a Fellow, Member, Associate Member or Affiliate.

2. Prizes will be limited to authors who are members of the Section.

III Submitting Papers

1. All papers are to be submitted to the Chairman of the Awards Committee prior to oral presentation but in any event not later than April 15.

2. The Awards Committee reserves the right to judge whether or not a paper is suitable for the prize contest. Those which are selected will be presented orally at Section meetings. The Awards Committee will judge the papers.

3. The paper must be original and must not have been previously published or presented at any AIEE meeting prior to August 1.

4. Three copies complete with illustrations are required. The papers are to be presented on letter size paper, double spaced, and using only one side. All copies will be returned to the author at the end of the contest.

IV Basis of Grading

1. The valuation which govern the grading of papers for the purpose of awarding best paper prizes are:

a. Analysis of subject	15 percent
b. Logical presentation	15 percent
c. Originality	15 percent
d. Unity	15 percent
e. Value in electrical engineering field	20 percent
f. Oral presentation	20 percent

V District and Institute Awards

1. All papers presented at a Section meeting will be considered for Institute and District awards if submitted by the author in triplicate to the Institute or District Secretary before September 15, and accompanied by a written statement as to when and where the papers were presented.

2. Prizes for Institute Awards

<u>Class</u>	<u>First Prize</u>	<u>Second Prize</u>
a. Power	\$100 and Certificate	Certificate
b. Industry	\$100 and Certificate	Certificate
c. Communication	\$100 and Certificate	Certificate
d. Gnl Application	\$100 and Certificate	Certificate
d. Science and Electronics	\$100 and Certificate	Certificate

3. Prizes for District Award

<u>Class</u>	<u>First Prize</u>	<u>Second Prize</u>
a. Best paper, any class	\$75 and Certificate	\$50 and Certificate

4. The basis for grading is the same as for Section competition except that the "value in electrical engineering field" is 40 percent and "oral presentation" is omitted.

HISTORY AND RECORDS COMMITTEE

General

The purpose of this Committee is to currently maintain (1) a history of the Section and (2) a system of files and records pertaining to the Section and its operation.

Organization

The Committee should consist of a Chairman, Vice Chairman, and such additional members as the Chairman may appoint.

Budget

An estimate of expenses expected to be incurred by this Committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval. Expenses incurred should be submitted in writing to him for reimbursement.

D.C. COUNCIL OF ENGINEERING AND ARCHITECTURAL SOCIETIES

DELEGATES

General

The Chairman of the Section annually appoints two delegates and two alternates to the D. C. Council subject to approval of the Executive Committee. The Council year starts and ends in May, so appointments should be made by the new Section Chairman early in his administration.

A policy was established in 1951-52 to use past Chairmen as delegates insofar as possible.

Duties of Delegates

Delegates should represent the Section at all Council Meetings and if unable to attend should call upon an alternate to represent them. Delegates should attend the first Executive Committee Meeting following a Council Meeting and report to the Executive Committee on Council activities.

"Information concerning the District of Columbia Council of Engineering and Architectural Societies"

The Council was formed on April 17, 1936 by fourteen leading technical organizations of D. C. for the purpose of enabling "the architectural, engineering and allied technical organizations in the District of Columbia to render a more effective public service and to contribute to the advancement of these professions."

Each organization elects two delegates and two alternates to represent it on Council.

FUNCTION. It is the duty of Council to consider and report in writing to the local executive body of each member society upon

- (a) any question referred to it by a member organization.
- (b) any question that a majority of the members of Council shall vote to consider.

After making a report, the Council shall take further appropriate action upon request of a majority of member societies but in so doing shall represent only those member organizations joining in the request.

All reports issued by the Council shall include,

- A. The position taken by each member organization on the subject under discussion.
- B. A statement of the number of members in each of its member organizations.
- C. Recommendations based on the will of the majority of the member organizations.
- D. Minority reports signed by the delegates of the member organizations requesting such reports.

MEETINGS. Regular meetings are held on the 1st Friday of January, March, May, September and November. Additional meetings may be called by the chairman or by a petition signed by one delegate of each of five member organizations.

FWW:rb

REVISION PROCEDURE AND SCHEDULE FOR OPERATIONS MANUAL,
WASHINGTON SECTION, AIEE

April Meeting of
the Executive
Committee

Chairman of the Section requests holders of manual (of which he should have a list) to revise and bring up-to-date their specific parts of manual by penciled notes or additional sheets, and invites them to make suggested changes in other parts of manual if they wish.

May Meeting

All manuals with proposed changes brought to Executive Committee Meeting and turned over to Advisory Board. All proposed changes and corrections edited and consolidated into a single master marked copy by Advisory Board. Master marked copy turned over to Executive Committee at final meeting for review, and then passed to new Advisory Board.

By July 1

Revised manual is prepared and reproduced in adequate quantity and turned over to incoming Chairman of the Section for distribution. Chairman must keep record of recipients.

By Sept. 1

List of Officers, Executive Committee Members, and Committee Chairmen for the current year, with addresses and telephone numbers, reproduced and sent to each holder of manual.

AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS

33 WEST THIRTY-NINTH STREET

NEW YORK 18, N. Y.



TELEPHONE PENNSYLVANIA 6-9220
CABLE, CYANDRIC

CONDUCT OF AIEE SECTION ACTIVITIES

For the information and guidance of Section officers

ORGANIZATION

Reference to the organization and work of the Sections of the Institute will be found in the Constitution and Bylaws. Copies of the Year Book are mailed to Section officers

promptly after the publication.

There are no rules or regulations regarding the organization and conduct of the Sections other than those embodied in the Constitution and Bylaws; in all other respects the Sections enjoy local autonomy.

GENERAL DUTIES OF SECTION SECRETARY

The Section Secretary keeps all records for the Section, and there are certain other duties usually handled by him, among which are the following:

- (a) Notices of future meetings,
- (b) Report on each meeting within ten days afterward,
- (c) Maintenance of mailing lists,
- (d) Report of expenditures twice yearly.

NOTICES OF FUTURE MEETINGS

The Secretary sends advance notices of meetings to members and Student members in the Section territory, and, when desirable, to other local organizations, newspapers, etc.

It is important also that Institute headquarters be kept upon the Section mailing list for the receipt of notices or other literature that the Section may send out. This will enable us to keep informed regarding its work.

REPORTS OF MEETINGS

It is essential that certain details of the proceedings of Section meetings be transmitted to Institute headquarters for the official records of the Institute, and for use in the preparation of the annual report on Section and Branch Activities.

These details should be forwarded by the Secretary in his official report, upon the regular form provided for that purpose, not later than ten days after each meeting. Each report should include a statement of any executive business transacted, the total attendance at the meeting, the title of the paper or talk, the name of the author or speaker, his company or business connection, and any other matters of interest. These details form important parts of the record kept at Institute headquarters, but may be reported briefly.

Conduct of Section Activities

Such a report should be transmitted for each Subsection or technical group meeting, so the annual report prepared at headquarters will accurately reflect all such activities.

Obviously, each meeting should be counted only once. When two or more technical groups meet jointly, or a Subsection meets with a technical group, the report should indicate clearly what organization should receive credit for the meeting. Meetings of executive committees or of local engineering councils are not considered as Section meetings.

DEFINITIONS OF TYPES OF MEETINGS

A Section Meeting is a meeting for the entire Section membership, presided over by the Section Chairman, or a substitute. These meetings may be either general or technical in character; they may also include inspection trips and social functions; they may be sponsored by a Subsection or Technical Group of the Section; they may be held jointly with another Section of the Institute, with a Student Branch, or with other societies in the area; and they are usually arranged to appeal to a large cross-section of the membership of the Section.

A Subsection Meeting is one held by a regularly organized Subsection composed of a group of AIEE members in a center of population within the Section territory, but distant from the regular meeting place of the Section. These meetings usually closely parallel the type of the regular meetings held by the Section, and may cover a wide range of subjects, depending upon the particular interests of the members in the area.

A Technical Group Meeting is one held by a separately organized group of the Section or Subsection, mutually interested in a specialized field of activity in electrical engineering. These meetings are open to any member of the Section who is interested in the particular subject. An open discussion of the subject is usually a feature of this type of meeting.

EDUCATIONAL COURSES

An Educational Course is a series of meetings which may be conducted under the auspices of the Section, or any group within the Section, at which a planned course of study, or a planned series of lectures in some particular subject is followed. These educational meetings may be free, or there may be a charge for the course. Usually, there is a definitely enrolled group of participants, and members taking the course should attend all meetings. These meetings are not included in computing Section appropriations under Sec. 49 of the Bylaws.

MAINTENANCE OF SECTION MEMBERSHIP LIST

To enable the Section Secretaries to keep an up-to-date mailing list of Institute members and Student members in their respective territories, the following card system is in use:

Official Membership List as of August 1 Form No. 148 (Manila Card)

During the last week of August, a set of cards bearing the names and addresses of all active Institute members in the territory of each Section was

Conduct of Section Activities

sent to the Secretary in office at that time. These cards are furnished for a two-fold purpose: (1) to show the per member allowance to which the Section is entitled for the appropriation year beginning October 1 (a subject which will be referred to later); and (2) to provide an opportunity to detect any discrepancies which may exist in the membership records of the previous year.

Since the adoption of the amendment to the Constitution fixing the dues of the Associate Member grade at \$15.00 per year upon the completion of the first six years of such membership, the officers of some Sections have expressed a desire to be informed of the names of such Associate Members within their territories. The index cards prepared as of August 1st have therefore been printed to indicate not only the Associate Member, who came within this classification, but also the affiliation of all other members of the Section, for the assistance of those Sections having committees to stimulate applications for advancement to the higher grades on the part of qualified Associate Members, particularly those who are affected by the six-year ruling referred to above.

It is the practice at headquarters, after providing the Section Secretary with the official membership list of August 1st, to notify him at intervals of about two weeks thereafter of any changes due to new members, resignations, deaths, and change of address. To have the Section records in agreement with the records at Institute headquarters at all times, it is therefore desirable that notices of all changes be given prompt attention. The forms used are described briefly below:

Addition to Mailing List Form No. 116 (Salmon Card)

These cards are used to inform the Secretary of the Section of

- (a) the names and addresses of any new members within their territory who have recently qualified their election to membership by payment of the incidental fees, as well as the names of those who have been re-elected or reinstated.
- (b) the names of any members who have changed their mailing addresses within the territory of the Section, or who have moved into the Section from other territories, the card indicating the complete new mailing address.

Removal from Mailing List Form No. 117 (Blue Card)

Removals are reported in the same manner as additions to the mailing list. At intervals of two weeks, the names of all members who, for any cause, have terminated their membership in a Section are printed upon these cards, which are forwarded to the Secretary of the Section; these names should then be removed from the list.

Conduct of Section Activities

Delinquent Members

The Secretary is notified early in August, on the "removal" card, of the names of any members who are one year in arrears in the payment of dues. It is desirable that these records shall be maintained in accordance with the information received from Institute headquarters from time to time, inasmuch as the chairman of the Section Membership Committee does not usually receive detailed information regarding the names of the members concerned and is requested, therefore, to consult the files of the secretary for such information.

Applicants for Membership Form No. 197 (White card)

As a result of suggestions received in the past from the Chairman of the Section Membership Committees, the Secretary of each Section is notified on this card of the name and mailing address of any person in the territory of the Section who has applied for membership in the national organization. An opportunity is thus afforded to add the names of the applicants to the mailing list for notices of meetings and other activities of the Section which occur while the applications are pending. When an applicant has been elected and has qualified his election through payment of membership fees, a notice to this effect is issued on "addition" form No. 116, referred to above. If an applicant does not qualify his election in due course, the Secretary is so informed in a communication from headquarters.

Transfers to Higher Grades

The routine notices of changes in Section membership records will include a card giving the name and address of any member transferred to a higher grade of membership at the last meeting of the Board of Directors or Executive Committee.

REPORT OF EXPENDITURES

Reports of expenditures are made by the Section Secretary, or the Treasurer, twice each year, as stipulated in the last paragraph of Section 49 of the Institute Bylaws, as follows:

"The Treasurer and Secretary of the Institute shall forward in October of each year to the Secretary of each Section one-half of the sum to which the Section is entitled under this Bylaw, less any unexpended balance in the funds provided by the Institute during the preceding year and which shall be considered as part of the payment for the current year. An accounting shall be made to the Finance Committee of the Institute, through the Secretary, when those funds have been expended, whereupon the balance of the appropriation for the year shall be sent to the Secretary of the Section, for which an accounting will be made at the end of the year."

Conduct of Section Activities

To assure the Section of available funds at all times, the report covering the expenditure of the first half of the appropriation should be sent to the Institute headquarters at least two weeks prior to the date payment of the second half is expected.

FINANCING OF INSTITUTE SECTIONS

Under the formula in Sec. 49 of the Bylaws, the annual appropriation of each Section is determined as follows:

1. A flat appropriation of \$200.00
2. An allowance of \$1.20 for each active member in the territory of the Section as of August 1.
3. An additional allotment based upon the number of regularly scheduled Section, Subsection, and Technical Group meetings, held during the preceding fiscal year ending April 30 (See October 1951 issue ELECTRICAL ENGINEERING) on the following basis:

(a) 12 to 17 meetings	\$ 50.00
(b) 18 to 23 meetings	100.00
(c) 24 to 29 meetings	150.00
(d) 30 or more meetings	200.00 *
4. A yearly allotment of \$100.00 to a Section for the operation of each Subsection holding regularly scheduled meetings.

* Please note that the number of meetings under Item 3 is not to include Educational Course meetings defined on page 2.

This arrangement is expected to provide substantially for an appropriation which will meet the reasonable expenses of the engineering meetings of each Section. Originally, the term "reasonable expenses" was confined to such items as printing, postage, hall rent, stenographic work in connection with the meeting, clerical work incidental to the mailing of circulars and notices of meetings, and the traveling expense of occasional visiting speakers. On the recommendation of delegates to an annual convention held several years ago, the Board of Directors voted at that time "That the Sections be left free to expend their appropriation as they deemed best, but to report the expenditures to the Secretary of the Institute for the information of the Finance Committee." This recommendation was adopted for the purpose of enlarging the scope of "reasonable expenses" as defined above to permit the officers of the Sections to approve expenditures for social activities at the Section meetings, which are considered necessary and desirable in order to insure the success of the meetings program. Except for this provision, the expenditure of Section funds remains as outlined above and may not be drawn upon for traveling or other expenses unless incidental to a visit of a speaker at a meeting.

Conduct of Section Activities

It should be borne in mind that the funds of the Institute are definitely appropriated in October to cover the numerous activities of the Institute until the end of the following September, and a specific sum is allocated to the Sections Committee for the purpose of defraying the meetings expenses of Sections. It is, therefore, essential that the expenditures of any Section be so regulated as to keep within the appropriation available.

TRANSFER TO HIGHER GRADES

The officers of each Section should consider the matter of encouraging members of the Institute who are fully qualified for the grades of Associate Member and Member to submit their applications for transfer, and should set up in their Section means for such encouragement. The means should be appropriate to the situation in the Section. A Section committee on transfers consisting of three or five older men (Fellows and Members), who know the Section membership well, is probably the best. Such a committee continuing on from year to year will come to know the situation and can act with discretion. The Section membership committee can no doubt be of considerable help in this work.

The regulations covering transfers will be found in the Constitution and Bylaws. The AIEE Committee on Transfer has distributed to the Sections comprehensive suggestions regarding transfers, accompanied by a statement on "Transfer Procedure" prepared by the Board of Examiners. It is extremely important that committeemen having contact with transfer activities have a thorough understanding of the present requirements and limitations.

Any questions regarding transfers which any group has should be referred to J. J. Anderson, Secretary, Board of Examiners, AIEE, 33 West 39th St., New York 18, N. Y.

STUDENT MEMBERS

Student membership is a privilege accorded to electrical engineering students, including a subscription to ELECTRICAL ENGINEERING at a reduced rate, during the period of their college enrollment and continuing until the end of the fiscal year in which they leave school. There is no provision in the Constitution or Bylaws of the Institute making it mandatory upon the Sections to admit Student members to Section membership; a majority of the Sections do admit them on the same basis as Institute members, however, and it is our practice to furnish a set of cards bearing the names and addresses of Student members within the territory of each Section, whose fees are fully paid as of August 1 of each year. The names accompany the official membership list, and are printed upon White index card stock to differentiate them from the official membership cards printed on buff stock.

Following our practice in handling the official membership list, the Secretary of the Section is notified at regular intervals during the year of any changes in the mailing addresses of Student members within his territory.

It will be of advantage to the Institute and to the Sections, as well as to the Students themselves, to encourage their interest in Section work, and it is hoped that all Sections will send notices of meetings to all Student members in their territory.

Conduct of Section Activities

FORMS AND OTHER LITERATURE

The forms and other materials supplied from Institute headquarters for the use of Sections are as follows:

- | <u>(No.)</u> | <u>Forms</u> |
|--------------|--------------------------------------------------------------|
| () | Form 41 - Meeting Report |
| () | " 203 - Report of Expenditures |
| () | " 92 - Return envelopes addressed to AIEE headquarters |
| () | " 131-A - Application for admission to membership |
| () | "Membership Information" booklet |
| () | Form 135-A - Application for transfer to Member grade |
| () | " 216-A - Proposal for transfer to Fellow grade |
| () | " 218-A - Application for transfer to Associate Member grade |
| () | Electrotype of AIEE emblem for use in printing stationery |
| () | Other material -- booklets, etc. |

Copies of a requisition form will be supplied to Section Secretaries for use in ordering these materials.

Stationery for Section Correspondence

It is recommended that Sections desiring printed letterheads and envelopes have the printing done locally. An allowance of \$15.00 for such printing will be made with the initial appropriation payment to each Section using the normal supply of 250 letterheads and envelopes and \$20.00 to each Section ordering 500 or more. An electrotype of the AIEE emblem will be supplied upon request.

EXPANSION OF SECTION ACTIVITIES

At its meeting held on May 25, 1936, the Board of Directors of the Institute adopted a resolution directing that the Sections be encouraged by all officers of the Institute and by the technical committees to take a greater part in the technical activities of the Institute through such proper channels as they may select, examples being the formation of Section technical committees, the holding of specialized technical group meetings, the sponsoring of specific technical courses, and similar arrangements which have been used successfully or may be worked out in the future.

During recent years, many Sections have expanded their activities to include technical groups, Subsections, educational courses, and special meetings of various types.

Conduct of Section Activities

Subsections

Recently, there has been a greatly increased interest in Subsections, and the present number is about 50. Efforts will be made at Institute headquarters to send to the Chairmen and Secretaries of the Subsections copies of all Section material of interest to them. A folder entitled "Subsections" will be sent to Section officers upon request.

Technical Groups

Many Sections have established Technical Groups, which have held large numbers of meetings, and are performing the important function of providing for more specialized types of activities. More than 100 such groups are in operation. A folder entitled "Technical Groups" will be sent to Section officers upon request.

It is recommended that Section officers study carefully the annual report on Section and Branch activities which appears in ELECTRICAL ENGINEERING in the fall of each year.

The editor of ELECTRICAL ENGINEERING will be glad to receive special news accounts regarding new Subsections, Technical Groups, or other expansions in Section activities.

GENERAL

The names of the Chairmen and Secretaries of Sections and the addresses of the Secretaries may be found in the September issue of ELECTRICAL ENGINEERING.

Section officers are invited to correspond with Institute headquarters regarding any phases of their activities.

H. H. HENLINE

Secretary

June 1952

AMERICAN
INSTITUTE *of*
ELECTRICAL
ENGINEERS



SECTION ACTIVITIES

JULY, 1947

Headquarters
33 WEST THIRTY-NINTH STREET
NEW YORK 18, N. Y.

1. Introduction

Section activities have increased greatly during the past few years. In the 1941-42 fiscal year the average number of meetings per Section was 9, while in 1946-47 this average number of meetings had increased to 18 per Section. This is one indication of the increase in the level of Section activities which has been greatly responsible for the growth of AIEE during recent years.

This booklet has been prepared by the Sections Committee to be helpful to new Section officers in becoming acquainted with the many activities in which a Section may engage in order to be of greater service to its members. In expanding the work of a Section, it is suggested that new activities be selected from among those generally found successful in other Sections of somewhat comparable size. If in doubt about engaging in any new activity, a questionnaire survey of the Section membership usually affords an engineering approach to the correct answer by obtaining first hand information from the members.

The activities described in this booklet are those which have been found to be the most beneficial to many Sections. The encouragement of these activities is a continuing program of the Sections Committee. The Sections have a very flexible organization which is capable of meeting the ever-changing conditions and diversified interest of the electrical industry in their areas. In order to make the greatest use of the flexibility of the Section organization, a careful study of the ideas contained in this booklet by all incoming Section officers is suggested. Such a study, coordinated with a study of the yearly consolidated Report of Section Chairmen, will prove to be a valuable supplement to the delegates' meetings held annually during the Summer General Meeting. It is intended that this booklet be used as a guide and that the information will be a source of new ideas and an inspiration to all Section officers towards increasing the level of activities of every Section.

2. OBJECTIVES AND SCOPE OF THE INSTITUTE

The American Institute of Electrical Engineers was founded in 1884 as an organization of individual engineers. The objectives of the Institute are 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.

These objectives are accomplished by means of meetings for social intercourse and the reading and discussion of professional papers, and the circulation by means of publications among its members of the information thus obtained. The Institute has contributed largely towards the remarkable progress that has taken place in the electrical field and has been an important factor in advancing the interest of its individual members and of the entire engineering profession.

3. SECTION—INSTITUTE RELATIONSHIPS

The Section is the level at which the great majority of Institute members have their direct contact with the Institute. Therefore, it is essential that the Sections maintain an energetic and alert organization which will develop and conduct activities to meet all the needs of the electrical engineering profession. The Institute's Constitution and By-laws give the Sections a wide latitude in their local operations so that it is possible for the Sections to increase their activities to meet satisfactorily the needs of the electrical engineering profession in their areas. Only by taking full advantage of this can a Section maintain the interest of its older members and also attract and satisfy new members.

In addition to the Institute members, the Section By-laws may admit other persons interested in engineering who may have all Section privileges, except those of voting and holding elective office.

Each Section has the privilege of being represented at the annual Summer General Meeting of the Institute by an official delegate who shall be the Chairman of that Section, or in his absence or inability to attend, an alternate delegate selected by the Section. The official delegate attending an annual meeting receives the usual travel allowance provided by the Institute. Each Section receives a letter from the Institute Secretary outlining the duties of the Section delegate and requesting that the name of the Section delegate selected be forwarded to Institute headquarters.

The Chairman of each Section is ex-officio a member of the Sections Committee of the Institute. Also, he has the privilege of appearing before the Board of Directors at any meeting, on giving due notice of his intention to do so, for the purpose of conference with the Board of Directors, in regard to any matters pertaining to the affairs of the Institute in his Section.

Each year the Institute Secretary requests the Chairman of each Section to send the recommendations of the Section for appointments to the Institute committees. The Sections Committee has been encouraging the Sections to give considerable attention to their recommendations for committee appointments. In some Sections, these committee recommendations are studied by the governing body or an Advisory Committee. It is suggested that in submitting these recommendations, the need for Institute committee representation in the Section should be established and the qualifications of the members recommended should be stated fully. In general, a Section operating Technical Groups should have a representative on the corresponding Technical Committee of the Institute. One way for the Sections to show their interest and more closely follow Institute affairs, is to take a very active interest in appointments to the Institute committees. All recommendations to Institute committees should be closely followed through the Vice-President of the District.

With the great increase in Section activities, the interest of the Sections in the affairs of the Institute also has greatly increased. This increased interest in Institute affairs is encouraged by the

Sections Committee. It is recommended that the Sections continue to follow Institute affairs closely, making their particular interests known to the Vice-President and Directors located in their Districts.

The Institute publishes annually a Year Book which contains a list of the officers and committees of the Institute, information on the Sections, Subsections and Student Branches, a membership list arranged alphabetically and geographically, the Constitution and By-laws of the Institute, and much other pertinent information concerning the Institute. This Year Book is available to all members upon request to the Institute Secretary.

This chapter covers the Section-Institute relationships, principally from the standpoint of Section activities. Complete details of all phases of this relationship are covered in the Institute's Constitution and By-laws.

4. SECTION—DISTRICT RELATIONSHIPS

There are ten (10) geographical Districts in the Institute. To facilitate cooperation among the Sections, the Constitution and By-laws of the Institute provide for a District Executive Committee in each District, which is composed as follows:

Vice-President, representing the District as Chairman.

District Secretary

Vice-Chairman of Membership Committee representing the District on the Institute Membership Committee
Chairman of the District Committee on Student Activities
Chairman and Secretary of each Section within the District

The District candidate for AIEE Vice-President is nominated each alternate year by the District Executive Committee, and his name is carried on the general AIEE ballot for Institute officers.

The District Secretary is appointed by the AIEE Vice-President in the District.

The Vice-Chairman of the Membership Committee representing the District is recommended by the Vice-President in the District and appointed by the Institute President as a member of the Institute Membership Committee in cooperation with the Chairman of that Committee.

The Chairman of the District Committee on Student Activities is elected by the Counselors of the Student Branches within the District.

The Institute By-laws provide for travel allowance to one District Executive Committee Meeting each year for each of the above District officers and also for one additional representative from each Section. This provision may be used also for two District Executive Committee Meetings by making travel allowance available for two Section officers for one of these meetings and one Section officer for the remaining meeting. The time and place for the District Executive Committee Meeting is arranged by the Vice-President, who should notify each Section sufficiently in advance for the Section to make the necessary arrangements for the attend-

ance of its representatives. In the notice of the District Executive Committee Meeting, the Vice-President also should advise whether a second meeting is contemplated during the year.

One of the features of the District Executive Committee Meetings in recent years is the open discussion on Section operation and management problems. This discussion is an excellent supplement to the delegates' meetings which are held annually during the Summer General Meeting.

The District Executive Committee elects one representative to serve on the Institute Nominating Committee, which is composed of these District representatives and five additional members appointed by the Board of Directors from its membership. The Institute Secretary serves as Secretary to the Nominating Committee.

A Co-ordinating Committee is provided for in the By-laws of the Institute for each District embracing five or more Sections. This Coordinating Committee consists of:

- Vice-President in the District
- District Secretary
- Chairman of the District Committee on Student Activities
- Four Section officers elected by the District Executive Committee

This Co-ordinating Committee of seven members functions continuously, in an advisory and cooperative capacity, on all matters related to the operation of the District. In Districts embracing less than five Sections, the District Executive Committee functions as the Co-ordinating Committee of the District.

District Meetings are the responsibility of the Districts concerned and the initiative in planning and arranging for a District Meeting lies with the District Executive Committee. A District Meeting requires the approval of the Board of Directors of the Institute. Each District Meeting is handled by a District Meeting Committee which, through the District Executive Committee, has full responsibility and authority for organizing and conducting all details of such meetings, including the arrangement of sessions and entertainment features. The Section located where the District Meeting is held usually takes over a large portion of the work of handling the meeting.

This chapter covers Section-District relationships principally from the standpoint of Section activities. Complete details of all phases of this relationship are covered in the Institute's Constitution and By-laws.

5. SECTION MEETINGS

A Section meeting is a meeting for the entire Section membership, presided over by the Section Chairman or a substitute. These meetings may be either general or technical in character; they may also include inspection trips and social functions; they may be sponsored by a Subsection or Technical Group of the Section; they may be held jointly with another Section of the Institute, with a Student Branch, or with other societies in the

area; and they are usually arranged to appeal to a large cross-section of the membership of the Section.

Section meetings constitute the basic activity of the Section. By providing meeting places for the reading and discussion of professional papers, these meetings accomplish one of the most important objectives of the Institute.

The personal contact of the great majority of members of the Institute is at the Section level. Successful Section meetings, therefore, are a very necessary part of any program which aims to retain the interest of the present members and also attract new members.

Section meetings generally are held once each month. With the increased scope and growing demands of the electrical engineering field, it is becoming more difficult each year to hold Section meetings on a sufficient number of subjects to retain the interest of the diversified membership. The operation of Technical Groups in a Section has permitted the holding of Section meetings on subjects of general technical interest, because the subjects of special technical interest are covered in the individual Technical Group meetings. In this manner, the over-all program of any Section can be tailored to provide adequately for the interest of the entire membership in the area.

6. TECHNICAL GROUPS OR TECHNICAL DIVISIONS

A Technical Group meeting is one held by a separately organized group of the Section or Subsection, mutually interested in a specialized field of activity in electrical engineering. These meetings are open to any member of the Section who is interested in the particular subject. An open discussion of the subject is usually a feature of this type of meeting.

The organization and operation of Technical Groups in the Sections has been one of the most important activities of the Sections. This activity also has been very beneficial to the Institute as a whole.

The folder "Technical Groups" was prepared by the Sections Committee and first published by the Institute in January 1944. This folder explains Technical Group operation in the Sections and gives complete information on how to proceed with the organization and operation of these groups. The Sections Committee has been very active in encouraging the formation and operation of these groups. Largely as a result of this activity, the value of Technical Group operation in the Sections has been recognized and firmly established. The number of Technical Groups in operation has increased each year and there were 123 of these groups in operation at the end of the 1946-47 operating year. This activity has been a big factor in the record breaking figures of the Institute for the number of meetings in the Sections and the attendance at these meetings during this year.

The formation and operation of Technical Groups in the Sections has satisfied a need which existed within the Institute for members of the Sections to meet and discuss problems of mutual

interest. The diversified membership and the growing number of new and specialized fields of electrical engineering make it rather difficult for Section officers to arrange Section meetings on all the separate fields of electrical engineering in order to hold the interest of their diversified membership.

Technical Group operation permits smaller groups within the Section membership to attack the problems of particular interest to those members in each group. Thus, a large portion of the members are afforded an opportunity to discuss problems in their own field of activity with other engineers in the same field. These specialized meetings can be held often enough to retain the interest of the older members and attract new members. With Technical Group operation, it is possible to have the more technical subjects covered in the group meetings so that the Section meetings may be devoted to general technical and other subjects which will appeal to the entire membership of the Section.

The organization of Technical Groups need not be a complicated matter. The folder "Technical Groups" covers all the details of organization and operation and the latest revision of this folder may be obtained from the Institute Secretary.

Technical Group activity in the Sections also has opened up a new field of cooperation within the Institute—between the Technical Groups in the Sections and corresponding Institute Technical Committees. This cooperation should be a two way activity and, when working properly, desirable information should be flowing from the Sections and the Technical Groups to the Institute Technical Committees, as well as in the opposite direction. The Sections Committee has been exploring the possibility of this type of cooperation within the Institute and definite suggestions on this cooperative effort have been sent out to the Sections during the past year. Copies of the latest Sections Committee information on this subject may be obtained from the Institute Secretary.

In suggesting this new field of cooperative activity, the Sections Committee fully realizes that there is no direct connection or line of authority between the Technical Groups in the Sections and the Institute Technical Committees. However, there is a field of two way cooperation within the Institute which, if properly developed, will be sure to result in very material benefits to the Institute.

The Sections Committee program on the development of Technical Groups in the Sections is based on the idea that the scope of activity in the Institute covers the entire field of electrical engineering. Every Section now operating Technical Groups should analyze the possibilities of forming additional groups so that the entire diversified field of electrical engineering is covered adequately in each Section area. For Sections that have not taken advantage of this profitable activity, it is suggested that they fully explore the possibilities of Technical Group operation.

7. SUBSECTIONS OR GEOGRAPHICAL DIVISIONS

A Subsection or a geographical division meeting is one held by a regularly organized Subsection or geographical division com-

posed of a group of AIEE members in a center of population within the Section territory, but distant from the regular meeting place of the Section. These meetings usually closely parallel the type of the regular meetings held by the Section and may cover a wide range of subjects, depending upon the particular interests of the members in the area.

Subsections or geographical divisions are a valuable means of accomplishing the very important objective of the Institute by providing additional meeting places at which papers on electrical engineering subjects may be presented and discussed. The folder "Subsections" was prepared by the Sections Committee and first published by the Institute in March 1943. This folder explains the need for Subsections and gives complete information on the organization and operation of these geographical groups. Copies of the latest revision of this folder may be obtained from the Institute Secretary.

Many opportunities exist for members in remote areas of the Section territory to participate in Section activities through the development of Subsections in these areas. Subsections are operating with as few as a dozen members and as many as several hundred members; they are located as close as ten miles and as far as 300 miles from the location of the regular Section meeting place. Subsection operation is very flexible and can be adapted to meet the needs of any Section.

Subsection or geographical group operation has become an established feature of many Sections. At the end of the 1946-47 operating year, there were 33 Subsections operating, with more in process of being organized. The Sections Committee has been encouraging Sections which have adopted this type of operation to make a survey of their areas to see that no locality is deprived of this opportunity for Institute activity; and Sections which have not adopted this very effective Institute activity have been encouraged to check their territory to make certain that they are not overlooking some desirable local centers of population where Subsection operation could be developed.

8. EDUCATIONAL COURSES

An Educational Course meeting is one which may be conducted under the auspices of the Section, or any group within the Section, at which a planned course of study or a planned series of lectures in some particular subject is followed. These educational course meetings may be free or there may be a charge for the course, but usually there is a definitely enrolled group of participants. In following the lines of study in the course offered, the members should attend all meetings.

This activity has been sponsored jointly by the Sections Committee and the Institute Committee on Education. These courses provide opportunities to the Sections for additional services to AIEE members and others. These courses do not conflict with, but rather supplement the courses of the educational Institutions in any area. Subjects for the courses are usually selected from a

survey of the Section membership in order to determine the interests of the members.

Generally fees are charged and the courses are self-supporting, in many cases yielding a net income to the Section. These courses are also an excellent means of obtaining new members. Suggestions for appropriate subjects for these courses, together with information on the organization and operation of these courses, have been sent to all Sections. Copies of the latest revision of this information may be obtained from the Institute Secretary.

One of the first steps for the Sections in initiating this activity is the appointment of an Educational Committee which will investigate the possibilities of these courses and organize those selected.

9. SECTION—BRANCH COOPERATION

It is essential that the AIEE Student Branches develop, as early as possible, the interest of those students who select electrical engineering. The Student Branches have been a source of great strength to the Institute. In normal times approximately 50 per cent of the Student members become Associates of the Institute after graduation. This percentage should be increased.

The Sections may materially assist in this important activity. Each Section is requested to give special consideration to its student activities work and engage in as many cooperative activities with the Student Branches in its area as local conditions will permit.

In cooperation with the Institute Committee on Student Branches, the Sections Committee has prepared a "Plan of Section-Branch Cooperation". This plan which has been sent to all Sections and Branches describes many items of cooperative activity with the Branches, which may be engaged in by any Section. Copies of the latest revision of this plan may be obtained from the Institute Secretary.

The formation of a Student Activities Committee in each Section should be the first step in this plan of active cooperation with the Branches. This Committee should be composed of alumni from the schools represented by the Branches, as well as of the professors located at these schools.

10. LOCAL COUNCILS OF ENGINEERING AND TECHNICAL SOCIETIES

There has been much interest throughout the Institute concerning the organization of the engineering profession at national levels. The local sections or chapters of the national engineering societies have worked out this organization successfully at local levels in many metropolitan areas throughout the country. At the end of 1946-47 operating year, there were 45 of these local councils in operation, with several additional councils in process of being formed.

Each of these local councils represents an effort on the part of the local organizations of the various engineering and technical

societies to fill the need for a cooperative effort in civic, legislative and other activities of the engineering profession, and to provide a practical means for the individual members of these local sections or chapters to engage in the broad fields of activity in their metropolitan areas without the necessity of joining additional engineering or professional groups.

In practically every case where a local council has been organized, the local AIEE Section has been very active in the organization, as well as in the operation, of the council. The Sections are encouraged to take the lead in organizing local councils in areas where they are not operating.

The Sections Committee has been active in encouraging the AIEE Sections to participate in this local council activity. Information on the organization and operation of local councils has been sent to every Section. Copies of the latest revision of this information may be obtained from the Institute Secretary.

11. PRIZE PAPER ACTIVITY

Many Sections conduct prize paper competition in order to encourage their members to write papers for delivery before the Sections. Suitable prizes are awarded by the Sections and some of the contests are arranged for student participation. Where geographical limitations permit, additional enthusiasm is sometimes secured by prize paper competition between several Sections within a District.

Many Sections schedule such competition for one of the regular Section meetings as an annual activity at which several of the prize winning papers are presented.

Papers presented at Section contests also are eligible for District and national prizes, as covered by the Institute rules. A copy of these rules may be obtained from the Institute Secretary.

Many of these papers also could be published in the General Interest Section of ELECTRICAL ENGINEERING and for this purpose copies should be submitted to the Editor of ELECTRICAL ENGINEERING for consideration.

Additional interest in the Institute would result if more Sections adopted the prize paper contest procedure. The formation of a Prize Paper Committee in the Section would be the first step in the operation of this plan. The duties of this Committee would be to encourage Section members, and particularly former student members, to write technical papers. This Committee usually also arranges for and conducts the prize paper meeting of the Section.

12. SAFETY ACTIVITY

Safety activity in the Sections is being sponsored jointly by the Sections Committee and the Institute Committee on Safety. A suggested plan for safety activity in the Sections has been sent to all Sections. Copies of the latest revision of this information may be obtained from the Institute Secretary.

It is suggested that each Section appoint, from the appropriate committee in the Section, one man to be responsible for the devel-

opment of the safety program in the Section. The safety program in the Section should be a continuing program in which the safety aspect, in proper relation to the technical subjects presented, should be explored whenever practical. This safety activity in the Section should be conducted from the standpoint of the electrical engineer and should cover the fields of research, design, construction, operation and maintenance.

The usual safety activity, which includes matters related to first-aid and artificial respiration, are matters which deserve attention periodically on appropriate occasions and should be left to those agencies that are working in the broad field of industrial accident prevention, such as the American Society of Safety Engineers, the local safety council, and others.

13. MEMBERSHIP ACTIVITY

Membership activity is closely related to the Section. Due to its importance, this activity is closely coordinated by the Institute Membership Committee working through the District and Section organizations. The Institute Membership Committee is composed of a Chairman, Vice-Chairman, District Vice-Chairman from each District of the Institute, members at large, and the Chairmen of the Section Membership Committees, ex-officio. The District Vice-Chairmen sponsor and encourage membership activity within their individual Districts and represent the Institute Membership Committee on their respective District Executive Committees, of which they are members.

Prospective members of the Institute come mainly from three large general groups:

1. Electrical engineering students who are the prospective Student members.
2. Engineering graduates who are Student members and who should apply upon graduation for admission as Associates.
3. Electrical engineers who are eligible for membership but who are not members.

The Membership Committee in the Section is usually a large Committee with representatives from each of the larger companies or industries located in the Section area. Where large company or industry groups are involved in the Section territory, the idea of using sub-committees to supplement the work of the Section Membership Committee has been used to advantage. The Section Membership Committee should have a systematic follow up of all prospects for AIEE membership in the area, including recent graduates from the engineering schools. This Committee also should cooperate with the Student Branches in the area in stimulating Student membership in AIEE. A plan for such cooperative activity has been sent to all Section Membership Committee chairmen.

The Section Membership Committee can be most effective when the Committee really has something to offer prospective members. The best offer that can be made to a prospective member is an

opportunity for participation in an active Section program. Therefore, it is exceedingly important that every Section should have a stimulating program and offer opportunities for the participation of new members in the activities of the Section. It is only by this means that the Membership Committee can do a really effective job of selling Institute membership. Such a Section program also tends to hold the interest of new members, which is also a very important item.

In order to make the most effective use of a coordinated program for obtaining new members, the Institute Membership Committee cooperates very closely with the Sections Committee and the Institute Committee on Student Branches. A Membership Committee Manual also is sent to each Section Membership Committee chairman by the Institute Membership Committee.

In addition to the regular membership literature, the Institute Membership Committee has prepared the following literature which has been published by the Institute: Booklet—"Membership Information", booklet—"Accomplishments of the American Institute of Electrical Engineers in the Engineering World", and the leaflet—"Membership and Activities". This literature may be obtained from the Institute Secretary upon request.

14. TRANSFER ACTIVITY

Many Sections have not been taking adequate interest in recent years in encouraging their eligible members to apply for higher grades of membership. During the past year, the Institute Committee on Transfers, with the advice and approval of the Board of Examiners of the Institute, prepared a guide entitled "Transfer Procedures". This guide outlines the procedure for transferring to higher grades of membership within the Institute.

In cooperation with the Sections Committee, this guide was sent to all Sections, supplemented by detailed suggestions on procedure. The latest revision of this guide and the detailed suggestions may be obtained from the Institute Secretary.

The first step in making use of this guide is the formation of a Committee on Transfers in the Section. The use of this guide and the suggestions by such a Committee will stimulate and encourage the transfer of members to higher grade, to the end that every member of the Institute will have the highest grade for which he is qualified.

15. FELLOWSHIP ACTIVITY

Fellowship activity accomplishes one of the important Institute objectives by providing the means to bring all members of the Section closer together and make them better acquainted. Fellowship activity has not been given enough attention in many Sections. The importance of fellowship work in the Sections cannot be over-estimated.

A large committee with diversified interests and an energetic chairman is needed for fellowship work. Some of the methods used successfully by many Sections in fellowship work are:

1. Use of identification cards or badges at the meetings.
2. Dinner before the meetings.
3. Social period before the meetings.
4. Refreshments and social period after meetings.
5. Weekly noonday luncheons.
6. Annual Past Chairmen's night at some designated meeting of the Section.
7. Encourage attendance at meetings.
8. Greeting letters sent to all new members.
9. Greeting letters sent to all members transferred into the section.
10. Greeting Committee on hand at all meetings.

16. SOCIAL ACTIVITIES

Many Sections make effective use of social activities in addition to technical activities. A Committee on Social and Related Activities in the Section should be the first step to organize this activity. This Committee should make a survey of the types of social activities desired by the members and then conduct the activities selected.

Examples of social activities conducted successfully by some Sections are:

1. Annual dinner-dance.
2. Smokers.
3. Theatre and radio studio parties.
4. Golf tournaments and other sports.
5. Ladies' night.
6. Annual picnic.
7. Social activities in connection with Annual Meeting of the Section.
8. Combinations of the above with other activities of the Section.

In conducting such activities, which should be coordinated properly with regular technical activities of the Section, one of the objectives of the Institute is accomplished by providing opportunity for social intercourse.

17. INSPECTION TRIPS

Inspection trips are a very important activity which should not be overlooked in providing a balanced program of Section activity. Such trips can be used to good advantage to provide variations in meeting procedure or to combine an inspection trip with a social event. Meetings of Technical Groups at various manufacturing plants, which combine an inspection trip of the plant with a technical lecture on the product, is a type of meeting which is usually well received.

In some Sections inspection trip activity is combined effectively with the social and related activities under one committee. In others, inspection trips may be handled by the Program Committee or directly by the Technical Group concerned. The expansion of this activity may warrant a separate Inspection Trip Committee in some Sections in the future.

Several variations of inspection trips are:

1. Inspection trips to local industrial plants.
2. Combined meetings and inspection trips.
3. Inspection trips to distant points, which adds a social feature to the event.

18. SECTION FINANCE

Each Section is expected to conduct its affairs in such a manner as to require for its maintenance only such financial support by the Institute as is consistent with the activities carried on by that Section.

Many Sections have a Finance Committee which prepares, at the beginning of each operating year, a budget of estimated expenditures for the various activities of the Section. This Committee, in cooperation with the Section Treasurer, follows these expenditures during the year and performs various other duties in connection with the finances of the Section. Such a Committee is very helpful to the Section officers.

The increase in Section activities involving additional meetings requires additional expense, and this situation has been recognized by the Institute by two increases in Section allotments during the past four years. The allotments to the Sections are listed in the Institute By-laws. This allotment is based on four items as follows:

1. Basic allotment for each Section holding regularly scheduled meetings.
2. Basic allotment for each Subsection holding regularly scheduled meetings.
3. An allotment for each Institute member within the Section territory on August 1st.
4. Additional allotments to Sections holding larger numbers of regularly scheduled meetings of the Section, Subsection and Technical Groups. This allotment is figured on the basis of the number of meetings during the preceding fiscal year ending April 30th.

To receive full credit for meetings upon which the appropriations to the Sections are based, it is essential that each Section send to Institute headquarters, a report on Form 41 covering each meeting held. These reports should include Section, Subsection and Technical Group meetings, and inspection trips and social meetings. Educational courses conducted by the Section are not classed as Section meetings.

An accounting is made by the Section Secretary of all Institute funds expended. This accounting is made on Form 203—Report of Expenditures—and is subject to the approval of the Finance Committee of the Institute. Complete instructions concerning Section finance and other Section operating matters are contained in letter—Conduct of Section Activities—which is sent by the Institute Secretary in September of each year to all Section and Subsection Chairmen and Secretaries, and the Chairman of the Section Membership Committee.

19. SECTION PUBLICITY

The purpose of Section publicity is to acquaint the Section membership with Section activities. It is an important activity of every Section and the expense is an appreciable portion of the total operating expenses of most Sections. It is essential that all the activities in the expanded program of every Section be presented effectively and economically to the Section membership.

Many Sections delegate this publicity work to a separate committee. It is the duty of this Publicity Committee to obtain the information on the various activities in the Section and prepare adequate meeting notices and other publicity so that the membership and others are completely informed on these activities. The effectiveness of the publicity used by a Section has a direct bearing on the attendance at the meetings.

Some of the most important items of publicity used by many Sections are:

1. Publication of Section meeting notices.
2. Submission of appropriate Section news items to ELECTRICAL ENGINEERING.
3. Submission of papers presented at Section meetings to ELECTRICAL ENGINEERING.
4. Newspaper and other local publicity.
5. Section newsletter. This is used occasionally by many Sections. Some Sections publish a monthly newsletter which has proved very effective, especially in those Sections with scattered membership.
6. Section directory or year book, listing the members of the Section and giving other information.
7. Section folder, usually published at the beginning of the operating year, listing the names of the officers and committee members, the dates of all meetings of the Section, including Technical Group and Subsection meetings, and giving other information which usually includes the By-laws of the Section.
8. Personal letter signed by the Section Chairman and sent to all Section members at the beginning of the operating year. This letter outlines the Section program for the year and requests the active participation of all members in this program.

Some Sections have found that joint publicity with the local branches of other engineering societies is very effective and economical. Such publicity is generally obtained through the medium of the publication of the local engineering council.

20. SECTION HISTORY

The recording of the history of each Section is an important activity which should be followed up yearly. Not only should the past history of each Section be recorded before it is too late, but the historical record should be kept up-to-date with the passing of each year.

A History Committee should be appointed in each Section to follow this activity. This Committee should obtain from each "old timer" in the Section a record of his recollections of the activities of the Section during its early years of operation. It is important that this information be obtained while it is still available.

Suggestions for the writing of a Section history have been sent to all Sections. Copies of the latest revision of this information may be obtained from the Institute Secretary.

21. USE OF IDENTIFICATION CARDS OR BADGES AT MEETINGS

Identification cards or badges are being used by many Sections of the Institute. Some of the advantages of the use of this means of identification at meetings are:

1. They are helpful in identifying members, which is very desirable from a fellowship standpoint.
2. They provide the Section with a record of attendance.
3. They provide a record of guests who attend the meeting, which is very useful to the Membership Committee in securing leads for possible members.
4. Identification cards also may provide a means of submitting suggestions for improvement of Section activities.

A more general use of a means of identification at all meetings of the Section is desirable. Suggestions on the use of identification cards or badges at all Section meetings have been sent to the Sections. Copies of the latest revision of this information may be obtained from the Institute Secretary.

22. OUTLINE OF DUTIES OF SECTION OFFICERS AND COMMITTEE CHAIRMEN

When a new Section officer or committee chairman commences his term of office, he may have many questions and some difficulty in familiarizing himself with all of the duties and responsibilities of his office and the customs which have been established in past years with respect to the conduct of his office. In order to meet this situation, some Sections have prepared an outline describing briefly the duties and responsibilities of each Section officer and committee chairman as required by the Constitution and By-laws of the Institute, the By-laws of the Section, and the customs of the Section. These outlines or guides consist of a separate chapter for each office. They usually are typed, duplicated and bound in a suitable cover, and one copy of the complete information is given to each officer and committee chairman.

With the increase in Section activities, it is becoming more difficult for incoming Section officers and committee chairmen to be completely familiar with all the duties of their respective new offices without undesirable loss of time. For this reason it is suggested that more Sections prepare an outline of the duties of

officers and committee chairmen to be used as a guide in connection with the work of the Section.

Information on this subject has been sent to all Sections. Copies of the latest revision of this information may be obtained from the Institute Secretary.

23. SECTION OPERATING COMMITTEES

The rapid and extensive increase in the scope and nature of Section activities in recent years, and the healthful and desirable outlook for further increases in Section activity, have materially increased the administrative detail for which Section officers are responsible. In order that this important administrative work not be overburdensome to individual Section officers, and in order to provide opportunity for a broader participation of individual members in Section activities, it is suggested that Section officers establish appropriate operating committees and delegate to these operating committees as much as possible of the detailed work of Section administration. A further advantage to such a program is the relief of the Section's technical and other normal committees from more or less extraneous administrative burden, to the benefit of the basic work of such committees.

During the past few years, there has been a considerable increase in the number of such operating committees in many Sections, the number varying from three to 16 per Section, depending upon the size of the Section and the scope and variety of its program. In addition, special committees are used by many Sections for specific assignments which may not be of a continuing nature. Some Sections have made advantageous use of an Advisory Committee to study and make specific recommendations concerning the possibilities for the establishment and use of additional Section Operating Committees. The liberal delegation of administrative work to such committees allows Section officers more time to coordinate the work of all Section committees and hence perform better the management function of operating the Section in the best interests of its diverse membership.

In most Sections there are many opportunities for the advantageous use of additional operating committees. Definite suggestions on this subject have been prepared by the Sections Committee and sent to all Sections. Copies of the latest revision of these suggestions may be obtained from the Institute Secretary.

24. SECTION OF TOMORROW*

"Now, let us explore how this program will tie in with the Section of Tomorrow. The Section of Tomorrow will be an alert and flexible organization, capable of expanding its activities to meet the ever-increasing scope and growing demands of the electrical engineering profession and provide for diversification of interest of all its members. There will be an active Fellowship Committee which will break down the formal atmosphere which exists in too many of the present-day meetings and will make new members, as well as the older members, feel more at home when

attending meetings. More attention will be given to social meetings and inspection trips. Occasional meetings will be held at some of the larger industrial plants and some of the inspection trips will be combined with social events.

"The officers of the Section of Tomorrow will be more conscious of the importance of balanced Section operation which will provide all the activities necessary to retain the older members as well as attract new members. These officers will give more time to creative work and to the coordination of the activities of their Section. This will mean that much of the work of the Section will be performed by operating committees. The resulting increase in operating committees will provide the opportunity for more members to work actively for the Section, which in turn will create additional interest. These results are accumulative.

"The Section of Tomorrow will operate from two to ten Technical Groups. It will be an active member of the local engineering council. It will conduct educational courses and lectures for its members and other engineers in the community as a supplement to the work of the educational institutions in the area. Some of these educational courses may even be in cooperation with the educational institutions.

"The Section of Tomorrow will provide organized meetings in all centers of population in its area distant from the regular Section meeting place. These Subsections or geographical divisions will conduct such activities as are necessary to provide for the interest of the members residing in that local area. Many of these Subsections will be small and will closely tie in with the program and activities of the parent Section. The Section of Tomorrow will cooperate very closely with the Student Branches in its area. It will have representatives attending many of the Student Branch meetings and officers of the Branch will be invited to attend some of the meetings of the governing body of the Section. Many of the items on the Plan of Section-Branch Cooperation will be followed with the result that more students will become interested in AIEE during their student life. This will result in more students transferring to active membership upon graduation.

"Prize paper competition will be conducted each year as a regular part of its Section activities. This will result in more members of the Institute, and especially the younger members, getting into the habit of writing technical papers. The idea of safety from the standpoint of the engineer will be included in many of its technical meetings. And last, but not least, it will record the history of the Section.

"The Section of Tomorrow will show keen interest in the operation of the Institute. Since the Section of Tomorrow will represent a large portion of Institute activity as far as the average member of the Institute is concerned, it is only natural that this interest should find suitable expression in the management of the Institute.

"All this may be summed up in the statement that the Section of Tomorrow will be an efficient service organization for its members and as such will be the foundation of the largest engineering society in this hemisphere.

"The opportunities of expansion of Section activities are unlimited. It should be the goal of every Section Chairman to see to it that during the coming year his Section becomes one of the Sections of Tomorrow."

* Taken from report of G. W. Bower, Chairman of the Sections Committee, presented at the Conference of Officers, Delegates and Members at Montreal on June 10, 1947.

The Institute Secretary or the Sections Committee would be glad to furnish further information on any of the items included in this booklet. Any Section, which has developed additional activities not included in this booklet, and which have resulted in improving and expanding the program of the Section, should inform the Chairman of the Sections Committee of such items in order that this information may be passed on to other Sections. In this manner other Sections may benefit from these new ideas if they are applicable to their local conditions.

SECTIONS COMMITTEE 1946-47

G. W. BOWER, *Chairman*

R. M. PFALZGRAFF, *Vice-Chairman*

A. C. MUIR, *Secretary*

D. I. ANZINI

S. C. COMMANDER

W. E. ENNS

A. H. FRAMPTON

H. P. HEAFER

V. P. HESSLER

W. R. HOUGH

R. E. KISTLER

F. L. LAWTON

C. W. LETHERT

T. M. LINVILLE

R. G. PORTER

C. S. PURNELL

H. B. WOLF

This booklet is a complete revision of the original booklet SECTION ACTIVITIES published in October 1939 and prepared by the Sections Committee under the Chairmanship of H. H. Race.

MANY A. I. E. E. Sections have found that Technical Groups are valuable adjuncts. Such groups benefit the Section membership by providing a greater range of meetings and increasing the opportunities for members to participate in Section activities. Technical Group meetings are intended to supplement and not to replace the regular Section or Subsection meetings.

Many opportunities exist for forming additional Technical Groups. They may be organized to the advantage of both the smaller and larger Sections and also by Subsections. The Sections Committee strongly recommends that serious consideration be given to the organization of such groups.

The purpose of this folder is to present data relative to organization and operation of Technical Groups which may be used as a guide in the formation of such groups.

Need for Technical Groups

The diversified membership and the growing number of new and specialized fields of electrical engineering make it difficult for Section officers to find suitable subjects of interest to the entire membership which would bring them out to the meetings. Technical Groups provide opportunities for members in particular fields of engineering to meet and discuss problems of particular interest to the group.

By means of Technical Groups, the Section can better serve its total membership by providing meetings of varied interest and an opportunity for members to discuss problems in their fields of activity with other engineers in the same field. They also provide opportunities for specialists in other fields to speak to engineering groups on their particular subjects to the advantage of both. Such Technical Group meetings will hold the interest of a larger number of members and serve to attract new members.

With the operation of such groups within the Section there will be little need for the formation of organizations outside of the Institute to serve the same purpose.

The need for Technical Groups within a Section increases as the size or diversity of the activity of the membership increases. The use of these groups is adaptable to the smaller as well as the larger Sections or Subsections.

Benefits Resulting from Technical Groups

There are many benefits to the Section resulting

from the operation of Technical Groups, among which are the following:

- I—Enables the Section to carry out the objectives of the Institute and thereby hold many present members by supplying technical information in diversified fields of activity.
- II—Enables the Section to expand its program to include specialized fields and thereby serve the needs of a greater proportion of its membership.
- III—Provides opportunities for members to keep abreast of the advancement of the art in their particular field.
- IV—Provides opportunities for electrical engineers to contribute valuable information by participating in the discussions.
- V—Enables the Section to secure new members from specialized fields who otherwise would not be interested in the Section activities.
- VI—Provides opportunities for more members to participate in Section affairs and trains members for other responsible positions of service to the Section.
- VII—Interest in and participation in the Technical Groups should cause an increase in attendance at regular Section meetings.
- VIII—Benefits Sections financially by additional allotments because of increased number of meetings.

Suggested Technical Groups

The Technical Groups meeting plan has been in successful operation for many years by various Sections. Some Sections have varied the groups from year to year and other Sections have expanded the number of groups to include other fields of engineering activity.

The following is a list of suggested Technical Groups. Some are in operation in various Sections; others are suggested for your consideration:

Aeronautics
Air Transportation
Basic Sciences
Communications
Electrical Construction
Electrochemical and Electrometallurgical
Electronics
Electric Heating
Electric Welding
Feedback Control System or Servo-Mechanisms
Illumination

Industrial Practices
Industrial Power Supply
Insulation
Instruments and Measurements
Land Transportation
Marine Transportation
Motors and Control
Power Generation
Power System Engineering
Power Transmission and Distribution
Research
Safety
Shipboard Electrical
Standards

Organization of Groups

To set up and operate Technical Groups requires no elaborate organization except for a few very large Sections. Requirements for a small Section can be streamlined to fit the needs. A method of operation which has been found successful is as follows:

- I—Each Technical Group is headed by a Chairman appointed by the Section Chairman (approved by the Executive Committee) and reports to the General Chairman of Technical Groups, who in turn reports to the Section Executive Committee.
- II—The Chairman of each Technical Group appoints as many additional members to serve with him as may be necessary for planning the various meetings to be held by the group. In many cases the Chairman of a group may be able to carry out the work individually without a subcommittee.
- III—In some instances, the organization of the individual Technical Groups may be more elaborate and involved, requiring a Vice-Chairman, Secretary, a committee set-up and separate set of By-Laws, which are subordinate to the Section By-Laws.
- IV—The Technical Group Committee is composed of the General Chairman of the Technical Groups and the Chairman of each particular Technical Group. This committee arranges and correlates the schedule of meetings for the various Technical Groups.
- V—The General Chairman of the Technical Groups Committee is a member of the general Program Committee (sometimes called the "Meetings and Papers Committee"), in order to correlate the meetings of the Technical Groups with the regular Section meetings.

VI—In some Sections the General Chairman of the Technical Groups Committee is a regularly elected Vice-Chairman of the Section. In some Sections, the unit of Technical Groups is known as a Division of the Section.

VII—In all cases, the Chairman or other officers of the Technical Groups will arrange the program and take charge of group meetings.

How to Proceed with Organization

I—The organization and operation of Technical Groups is entirely within the power of each Section and no national action is required.

II—The Section should make a study to determine the probable need for Technical Groups.

III—The Section should canvass the membership with a check list of proposed groups, and request indication of interest and suggestions for additional groups.

IV—The Executive Committee or the Section governing body should approve of the groups to be established, based on interest as indicated from an analysis of the survey.

V—The Section By-Laws should be revised, if necessary, to permit the organization of Technical Groups.

After these preliminary steps have been taken, organization of the individual technical groups may proceed. The Section Secretary should notify headquarters of groups formed.

Methods of Operation

Among the methods of operation of Technical Groups meetings, the following have been successful.

I—Short presentation by one or more speakers, with development of subject controlled by audience discussion.

II—Speakers' panel briefly presenting the subject and then answering questions from the audience. This type of meeting is sometimes known as a panel discussion, open forum or round table meeting.

III—Complete presentation and development of subject by the speaker, followed by prepared or impromptu discussions.

The success of a meeting should not be measured by the size of the attendance but rather by the quality of the presentation and discussions, and the interest shown. Meetings should be designed for

relatively small groups in order to facilitate profitable discussion.

Suggestions

I—Speakers may be obtained from manufacturers, operating companies, educational institutions and local membership.

II—Publicity of Technical Groups meetings can usually be handled by the regular Section Publicity Committee. Notice of Technical Groups meetings should be sent to all members of the Section as well as to other addresses of possible interest. Bulletin board notices have also been found effective. Attendance records can usually be handled by the appropriate committee.

III—Joint meetings or educational courses with technical groups of other societies where common interests exist have been found highly successful and should be encouraged.

IV—Identification lapel cards or tags displayed by members attending meetings are of value in increasing good fellowship, and their collection after meetings is of value for record purposes.

V—Attendance of guests should be encouraged, with organized follow-up by Section Membership Committee.

VI—Student members should be invited and encouraged to attend all group meetings in which they may find an interest.

VII—The use of demonstrations, exhibits, slides and motion pictures is very desirable.

VIII—Groups may be financed from Section budget or local dues. Increase in membership will frequently offset expenses.

IX—Some Sections have one or more of the Technical Groups provide the programs for one Section technical meeting each year, the subject selected being one of general interest to the entire Section membership.

The Secretary of the Institute or the Sections Committee will be glad to furnish further information.

Prepared by

SECTIONS COMMITTEE—1943-44

Revised by the 1944-45 Sections Committee

Revised by a Subcommittee of the

1951-52 Sections Committee

A. L. O'BANION

J. D. TEBO

H. A. DAMBLY, Chairman

AMERICAN INSTITUTE of ELECTRICAL ENGINEERS



TECHNICAL GROUPS

February, 1952

Headquarters
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