

# CONSTITUTION

## of the American Institute of Electrical Engineers

**C10.010 Name** of this association is the AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS.

**C10.020 Object** of this association is the advancement

Adopted May 13, 1884;

Amended	May 21, 1920	June 23, 1952
Dec. 8, 1885	May 15, 1925	June 15, 1953
Sept. 27, 1892	June 26, 1928	June 27, 1955
May 15, 1894	June 23, 1930	June 25, 1956
May 16, 1896	June 24, 1935	June 24, 1957
May 21, 1901	June 21, 1938	June 22, 1959
May 21, 1907	June 27, 1945	June 20, 1960
May 21, 1912	June 23, 1948	June 19, 1961
May 16, 1916	June 25, 1951	

of the theory and practice of Electrical Engineering and its allied Arts and Sciences, and the maintenance of high technical and ethical standards among its members.

### NAME AND OBJECT

**C20.010 Membership Grades** are Honorary Member, Fellow, Member, Associate Member, Affiliate, and Student Member. The term "member" (not capitalized) includes all grades, the qualifications and privileges for which are as follows:

**C20.020 Honorary Members** are elected by the Board of Directors from among those who have rendered meritorious service to mankind in engineering or other allied fields.

**C20.030 Fellows** are elected by the Board of Directors from among Members who qualify as follows:

**C20.031 Technical Qualifications.** The nominee must qualify as an engineer or scientist under one or more of the following categories:

- Engineer** who has attained distinction in important design, construction, operation or manufacturing.
- Educator** who has attained distinction in the teaching of a major course in an electrical engineering or science curriculum approved by the Board of Directors.
- Originator** who has attained distinction by reason of inventions or original work in electrical science, arts or literature.
- Executive** who has attained distinction as an engineering executive of electrical engineering work of large scope, or by the application of electricity to important engineering projects.

**C20.040 Members** who qualify as follows are admitted, by application, directly to this grade or by advancement from the grade of Associate Member:

**C20.041 Technical Qualifications.** The applicant must qualify as an engineer or scientist under one or more of the following categories:

- Engineer** who is qualified in important electrical design, construction, operation, or manufacturing.
- Educator** who is qualified to teach a major course in an electrical engineering or science curriculum approved by the Board of Directors.
- Originator** who has attained a standing equivalent to "a" or "b" above by inventions, original work or by proficiency in electrical engineering science, arts or literature.
- Executive** who has attained a standing equivalent to "a" or "b" above as an engineering executive of an electrical enterprise of large scope, or by the application of electricity to engineering projects.

**C20.050 Associate Members** who qualify as follows are admitted, by application, directly to this grade or by advancement from Affiliate grade:

**C20.051 Technical Qualifications.** The applicant must qualify under one of the following categories:

- Engineer** who is qualified under instruction and supervision to undertake electrical design, construction, operation or manufacture.
- Educator** who is qualified under supervision to teach electrical subjects in a curriculum approved by the Board of Directors.
- Scientist** who is qualified under instruction and supervision to undertake research, design, instruction, operation, or manufacture in fields closely related to electrical engineering.

**C20.060 Affiliates** who qualify as follows, are admitted to this grade by application:

**C20.061 Qualifications.** The applicant must satisfy the Institute that he is interested in and capable of rendering service to electrical engineering or electrical science, in the fields of engineering, commerce, industry, law, science, medicine, journalism or arts; and that his work is so related to applications of electricity that his admission to Affiliate grade will contribute to the welfare of the Institute.

**C20.070 Student Members** are admitted, by application, from among students enrolled in an engineering or science curriculum approved by the Board of Directors.

**C20.080 Other Qualifications.** Age, experience, and other qualifications for any grade of member are prescribed in the Bylaws.

**C20.090 Alternate Qualifications.** The Board of Directors may establish in the Bylaws alternate, but at least equivalent, qualifications for all grades of membership except Fellow.

**C20.100 Office holding privileges** of members, in grades other than Fellow, may be limited and are prescribed in the Bylaws.

**C20.110 Voting members** referred to in the Constitution are: Honorary Members, Fellows, Members, and Associate Members, and they may vote on all matters. Voting privileges of other members are prescribed in the Bylaws.

### MEMBERSHIP

10,522,461

## CONSTITUTION

### ADMISSIONS AND TERMINATIONS

**C30.010 Admissions.** The procedure and reference requirements for admissions and advancements to various grades of membership are prescribed in the Bylaws.

**C30.011 Refusals.** Admission or advancement may be refused any applicant whose character, reputation or professional conduct make him an undesirable member.

**C30.020 Terminations.** Memberships may be terminated, as prescribed in the Bylaws, by any of the following methods.

**C30.021 Resignation.** A member of any grade, whose dues and other indebtedness to the Institute have been paid, may resign his membership in good standing by written communication to the Executive Secretary.

**C30.022 Expulsion.** Ten or more voting members, as defined in C20.110, may prefer charges against any member, other than Honorary Member, for unethical conduct.

Such charges must be sent to the Executive Secretary in writing. The Board of Directors must review these charges and, if further consideration is warranted, the accused shall be notified of the charges and permitted to present a written defense or appear before the Board in person. The procedure for handling such charges is contained in the Bylaws. If the charges are sustained, the member may be expelled, suspended or permitted to resign.

**C30.023 Suspension.** Members who are in arrears in dues at the end of the fiscal year are placed on the arrears list. Any member who remains in arrears for one year is placed on the delinquent list and his membership suspended.

**C30.030 Reinstatement.** Members who are in arrears or who have been suspended for non-payment of dues, can be reinstated by payment of indebtedness as prescribed in the Bylaws.

### DUES AND FEES

**C40.010 Dues and Fees.** The annual dues, entrance fees, transfer fees, registration fees and publication charges, as well as the rules for payment thereof, are prescribed in the Bylaws.

**C40.011 Exemption from Payment.** Honorary Members are exempt from all payments of dues and

fees. The Board of Directors may exempt from further payment of annual dues a member who:

- a. Has paid dues for 35 years, student dues excepted.
- b. Has attained the age of 70, after having paid dues for 30 years, student dues excepted.

### OFFICERS

**C50.010 Officers.** The officers of the Institute are a President, one Vice-President for each District (District Vice-Presidents, see C70.040 and C80.020), one Vice-President for each Division (Technical Vice-Presidents, see C70.050), one Director for each Department (Department Directors, see C70.060 and C80.070), the Directors-at-Large, a Treasurer, and an Executive Secretary.

**C50.020 Terms of Office.** The President and Treasurer hold office for one year, Vice-Presidents and Department Directors for two years, and Directors-at-Large for four years. The Executive Secretary is appointed by the Board of Directors for a one-year term. Each year the President, Treasurer, two Directors-at-Large, the District Vice-Presidents for half of the Districts, the Technical Vice-Presidents for half of the Divisions, and the Department Directors for half of the Departments are elected. The District Vice-Presidents from even-numbered Districts are elected in odd-numbered years and vice-versa. In the event that the number of Districts, Divisions, or Departments is odd, that fraction of the corresponding officers nearest to one half shall be elected in one year and the balance the next. The election year for a new Technical Vice-President or a new Department Director shall be established by the Board of Directors to conform with these provisions when the office is established.

**C50.030 Eligibility for Reelection.** The President, Vice-Presidents, and Directors may not serve 2 full terms consecutively in one office. A person may not serve more than 6 years consecutively in the offices of Vice-President and Director by election. The Treasurer may not serve more than 4 years consecutively.

**C50.040 Partial Terms.** Vacancies for unexpired terms are filled by election by the Board of Directors. A vacancy in the office of President is filled by the election of a member of the Board of Directors. A vacancy in the office of District Vice-President, or a partial term created by the formation of a new District, is filled by election from candidates named by the Executive Committee of the District concerned. A vacancy in the office of Technical Vice-President or Department Director is filled by election from candidates named by the Division or Department concerned.

**C50.050 Compensation.** No officer shall receive, directly or indirectly, any salary or fees from the Institute either as an officer or in any other capacity, unless authorized by the Board of Directors.

**C50.060 Business Affiliations.** No officer may be interested, directly or indirectly, in any contract relating to the operations conducted by the Institute, nor in any contract for furnishing supplies to the Institute, unless expressly authorized by the Board of Directors.

### ELECTIONS

**C60.010 Nominating Committee.** The Nominating Committee is composed of voting members, as defined in C20.110, selected by and representing parts of the Institute as follows:

**C60.011 Districts** have one representative each.

**C60.012 Technical Divisions** have one representative each.

**C60.013 Board of Directors** has representatives not exceeding the number of the Technical Divisions.

**C60.014 Secretary.** The Executive Secretary of the Institute acts as Secretary of the Nominating Committee, without vote.

**C60.020 Nominations.** The Nominating Committee meets and nominates candidates for Institute offices according to instructions contained in the Bylaws. The committee names one candidate for each vacancy in the office of President, Treasurer, and Directors-at-Large. It includes in its slate such candidates for (a) Vice-Presidents as have been nominated by the Executive Committees of the Districts concerned, (b) Vice-Presidents as have been nominated by the Technical Divisions concerned, and (c) Directors as have been nominated by the Departments concerned. If a District, Division, or Department fails to nominate a candidate for Vice-

President or Director, the Nominating Committee nominates a candidate from the unit concerned. Additional nominations for any office may be made by written petition of twenty-five or more voting members, in accordance with rules set forth in the Bylaws. For the office of District Vice-President, the petitioners must be from the Districts concerned.

**C60.021 Candidates** for any office must hold a grade of membership which entitles them to serve if elected.

**C60.030 Ballots.** The Executive Secretary mails ballots to eligible voting members in accordance with the Bylaws. A secret ballot must be used in case there is a

contest for any office. In the case of a contest for the office of District Vice-President, only the members of the District concerned are eligible to vote.

**C60.040 Tellers Committee.** The President appoints a Tellers Committee as prescribed in the Bylaws. Other members may be added to the Tellers Committee by petition of 20 voting members, as defined in C20.110. The Tellers Committee meets and certifies the results of the election ballot and prepares an election report. The sealed report must be filed with the Executive Secretary for announcement at the Annual Meeting of the Institute.

**C70.010 Board of Directors.** The Board of Directors consists of the President, the two surviving Past-Presidents most recently retired from that office, the Vice-Presidents, the Directors and the Treasurer. The Executive Secretary of the Institute is the Secretary of the Board of Directors, without vote.

**C70.011 Board Duties.** The Board of Directors shall manage the affairs of the Institute. Without limiting its powers, the Board acts as follows:

- a. **Directs** the affairs of the Institute, either itself or through its officers, departments, committees or representatives.
- b. **Controls** the care, appropriation and investment of all funds of the Institute.
- c. **Acts** upon the election of Honorary Members and Fellows and the expulsion of members and establishes the procedures for the admission, transfer and suspension of members.
- d. **Appoints** the Executive Secretary and fixes his salary.
- e. **Establishes** all Institute policies.
- f. **Adopts** Bylaws to govern administration of the Institute under authority of the Constitution. The text of Bylaws changes must be furnished to the Board of Directors 10 days before the meeting at which the vote is taken.

**C70.012 Board Action.** The actions of the Board of Directors require a majority vote of the members present, except the election of Honorary Members which requires a unanimous vote of those present. All business of the Board of Directors requires a quorum which shall consist of a majority of the members of the Board.

**C70.020 Executive Committee.** The Executive Committee consists of the President, as Chairman, the Treasurer, and the Department Directors; and also one Past-President and four other members of the Board selected by the President in accordance with the Bylaws. The Executive Secretary of the Institute acts as Secretary of the Committee, without vote. The Board of Directors may delegate duties to the Executive Committee, which acts in its behalf between Board meetings.

**C70.030. President.** The President has general supervision of the affairs of the Institute, under the direction of the Board of Directors, and has the following specific duties:

**C70.031 Presiding Officer.** The President presides at the Annual Meeting of the Institute and at all meetings of the Board of Directors at which he is present. In the absence of the President, the senior member of the Board presides at these meetings. The senior Board member is the Board member who has served longest on the Board. In case of equal service, the one who has been a member of the Institute the longest is considered the senior member.

**C70.032 Presidential Address.** The President shall deliver an address at the Annual Meeting of the Institute. In the absence of the President, the senior member of the Board will present the address.

**C70.033 Presidential Appointments.** The President appoints the chairmen and members of the Departments, Divisions and standing committees except as provision may be made in the Constitution or Bylaws. The power to make specific appointments within a Department may be delegated to an appropriate chairman or committee of the Department, or certain chairmen, other officers or members of any Department, or Division thereof, may be elected by the appropriate members. The President also appoints special committees. He is an ex-officio member of all committees.

**C70.040 District Vice-Presidents** supervise the activities within their respective Districts and maintain liaison between the Board of Directors and the District organization, as detailed in the Bylaws.

**C70.050 Technical Vice-Presidents** supervise the technical activities within their respective Divisions and maintain liaison between the Board of Directors and the members of the Institute with regard to their technical interests as detailed in the Bylaws.

**C70.060 Department Directors** are responsible for the operation of their respective Departments, in accordance with the policies established by the Board of Directors. Their powers and duties are further detailed in the Bylaws.

**C70.070 Directors-at-Large** shall participate in the activities of the Board of Directors. They may be appointed as chairmen or members of standing or special committees, and are not ineligible, because of their position, for election by the Board of Directors to fill unexpired terms of any other officer of the Institute. If any Director-at-Large is so elected, he may, at the option of the Board of Directors, retain also his status and term of office as a Director-at-Large. The powers and duties of Directors-at-Large may be further detailed in the Bylaws.

**C70.080 Executive Secretary.** The Executive Secretary serves as the executive officer of the Institute under the direction of the President and the Board of Directors. He has supervision of the Headquarters personnel and is responsible for the accounts and records of the Institute. His entire time must be devoted to the affairs of the Institute, unless otherwise authorized by the Board of Directors. His duties are detailed in the Bylaws.

**C70.090 Treasurer.** The Treasurer is responsible for the disbursement of the Institute funds under the direction of the Board of Directors and the appropriate control of a standing committee of the Board. He must prepare the annual report of the finances of the Institute. His duties are detailed in the Bylaws.

## CONSTITUTION

### ORGANIZATION

**C80.010 Organization.** The activities of the Institute are carried on through departmental and regional organizations. The departmental functions are divided among boards, committees, groups, and representatives, combined into Divisions and Departments with the assistance of Headquarters staff under the direction of the Executive Secretary. The regional functions are distributed among Districts, Sections, Section Groups, Branches, and Chapters. The organization and functions of these units are set forth in the Bylaws. A general description of these various units is as follows:

**C80.020 Districts.** The territory of the United States, Canada, and Mexico is divided into Districts. The boundaries of the Districts, as defined in the Bylaws, are established by the Board of Directors. Each District is represented on the Board of Directors by a Vice-President, who appoints a District Secretary. Each District has a District Executive Committee, the composition, duties and meetings of which are prescribed in the Bylaws.

**C80.030 Sections.** The territorial limits for the formation of Sections are confined to the United States, Canada, and Mexico. All members having mailing addresses in the territory of a Section belong to that Section only. The rules for the formation, operation and dissolution of Sections are contained in the Bylaws.

**C80.031 Subsections.** A Section may form one or more Subsections within its territory, as prescribed in the Bylaws.

**C80.035 Section Groups.** The members of a Section having a common interest in any phase of Institute activity may establish a Section Group to further that activity, as provided in the Bylaws.

**C80.041 Overseas Chapters** may be formed in any country outside the territorial limits specified in C80.030 for the formation of Sections, as prescribed in the Bylaws.

**C80.045 Local Honorary Secretaries** may be appointed by the President to represent the Institute in foreign countries. Such appointments are for a period of two years.

**C80.050 Student Branches** may be formed at educational institutions as prescribed in the Bylaws.

**C80.060 Standing Committees.** The President appoints standing committees, some of which report directly to the Board of Directors, while others are grouped into Departments and Divisions. The Board of Directors may create, rearrange or discontinue standing committees, as prescribed in the Bylaws. The term of members on standing committees terminates at the end of the administrative year for which they are appointed, unless otherwise specified in the Constitution or Bylaws.

**C80.065. Special Committees.** The President may appoint special committees to carry out non-recurring activities not within the scope of the standing committees or Departments. The term of members on special committees terminates at the end of the administrative year for which they are appointed, unless otherwise specified in their appointments.

**C80.070 Departments.** Most of the standing committees are grouped into Departments. The activities of the Institute are divided among the Departments, each Department being responsible for a specific phase of the Institute's work.

**C80.075 Divisions.** The Department that handles the preparation and presentation of technical papers and the work of the technical committees is divided into Divisions to correspond to the different branches of electrical engineering.

**C80.080 Institute Groups.** The members of the Institute having an interest in the activities of a standing committee may establish an Institute group directed toward furthering the activities of the committee as provided in the Bylaws.

**C80.090** Representatives on intersociety or joint committees or boards are appointed by the President or the chairmen of Departments to which they are assigned, as prescribed in the Bylaws.

### MEETINGS AND PUBLICATIONS

**C90.010 Annual Meeting.** The date and location of the Annual Meetings of the Institute are determined as prescribed in the Bylaws. Notice of the Annual Meeting must be mailed to all voting members, as defined in C20.110, at least 10 days in advance of the meeting. A quorum at the Annual Meeting, in person or by proxy, shall consist of not less than 100 voting members, as defined in C20.110.

**C90.011 Annual Report.** A report of the activities of the Institute for the past fiscal year must be submitted by the Board of Directors at the Annual Meeting. A copy of the report must be filed with the Institute records and an abstract entered in the minutes of the Annual Meeting.

**C90.012 Annual Election.** The results of the membership vote for officers for the ensuing year must be announced at the Annual Meeting and the successful candidates declared elected.

**C90.013 Business Meeting.** Any business matters of the Institute may be brought before and transacted at the Annual Meeting.

**C90.020 Meetings** are held each year at dates and places as prescribed in the Bylaws for the purpose of

presenting and discussing papers and reports. Business pertinent to the Institute may be transacted at these meetings, except that matters of organization and policy may be brought up only for discussion and may be referred to the Board of Directors.

**C90.030 Proxies.** A member entitled to vote at a business meeting, as defined in C20.110, may vote by proxy assigned by the member himself, and filed with the Executive Secretary as prescribed in the Bylaws.

**C90.040 Parliamentary Procedures** at meetings of the Institute and the Board of Directors shall be governed by the Sturgis Standard Code of Parliamentary Procedure.

**C90.050 Publications.** The Institute sponsors publications as specified in the Bylaws.

**C90.070 Fiscal Year.** The fiscal year of the Institute begins on May 1.

**C90.080 Administrative Year.** The administrative year of the Institute begins on August 1.

**C100.010 Amendments** to this Constitution may be proposed not later than February 15 for action that year as follows:

**C100.011 Resolution** by the Board of Directors.

**C100.012 Petition** by 100 or more voting members as defined in C20.110, to the Executive Secretary.

**C100.020 Counsel Review.** An opinion of legal counsel, that the proposed amendments are in accordance with the laws under which the Institute is organized, must be secured before vote by the membership.

**C100.030 Ballot Vote.** A copy of the amendment must be mailed with a letter ballot to all members entitled to vote, as defined in C20.110, not later than April 1 for action that year. Ballots must be returned

to the Executive Secretary not later than June 1 to be counted.

**C100.040 Tellers Committee.** The Tellers Committee appointed by the President for the election of officers shall also certify and report the ballots on any amendments as specified in C60.040.

**C100.050 Adoption.** Amendments that receive 75 percent of the total vote become a part of the Constitution, provided the total vote is not less than 20 percent of the total number of voting members, as defined in C20.110. The effective date of any amendment is on August 1 after the adoption.

**C100.060. Printed Copies.** The amendments must be distributed to the membership in printed form.

# INDEX TO BYLAWS

	Sections		Sections
Abbreviations.....	20.011	Membership designations.....	20.012
Admissions.....	30.010	Membership list.....	90.060
Admissions, effective date.....	30.010 j	New Technical Activities Committee.....	80.060 h 4
Admissions, student.....	30.010 e	Nominations.....	60.010
Affiliates.....	20.060		60.020
Amendments.....	100	Nominations, independent.....	60.022
Annual dues.....	40.013 b	Notification, election.....	40.014
Annual Meetings.....	90.010	Objection to admission or transfer.....	30.010 i
Applications.....	30.010 a	Office-holding privileges.....	20.100
Associate Members.....	20.050	Organization.....	80
Ballots.....	60.030	Other societies.....	40.011
Billing.....	40.015	Overseas Chapters.....	80.040
Board of Examiners.....	80.060 f 1	Planning and Coordination Committee....	80.060 c 5
Branches, Student.....	80.050	Power Division.....	80.060 d 4
Chapters, Overseas.....	80.040	Presidential emergency.....	60.023
Committees of TOD.....	80.060 d 4	Prize Awards Committee.....	80.060 f 12
	80.060 h	Professional Conduct Committee.....	80.060 f 4
Communication Division.....	80.060 d 4	Professional Engineer license.....	30.010 d
Constitution and Bylaws Committee.....	80.060 c 4	Professional Development & Recognition	
Counselors, Student Branch.....	80.052	Department.....	80.060 d 2
Curricula.....	30.010 c	Public Relations Committee.....	80.060 e 2
Delegates, Section.....	80.037	Publication charges.....	40.016
Departments.....	80.060 d	Publications.....	90.050
District Executive Committee.....	80.022	Publications Department.....	80.060 d 3
District Meetings.....	90.020 c	Recognition Awards Committee.....	80.060 f 7
Districts.....	80.020	References.....	30.010 b
Divisions of TOD.....	80.060 d 4	Registration of Engineers Committee.....	80.060 f 3
	80.060 g	Reinstatements.....	30.030
Dues, annual.....	40.013 b	Representatives on Joint Committees.....	80.062
Edison Medal Committee.....	80.060 f 8	Research Committee.....	80.060 h 2
Education Committee.....	80.060 f 2	Resignations.....	30.021
Effective date of admissions.....	30.010 j	Resolutions.....	100.100
Election notification.....	40.014	Safety Committee.....	80.060 h 3
Elections.....	60	Section delegates.....	80.037
Entrance fee.....	40.010	Section finance.....	80.036
Entrance fee, waiver of.....	40.011	Section meetings.....	80.035
Executive Committee.....	70.020	Sections.....	80.030
Executive Committee, District.....	80.022	Secretary, Executive.....	70.050
Executive Secretary.....	70.050	Science and Electronics Division.....	80.060 d 4
Expulsions.....	30.022	Special Committees.....	80.061
Fees, entrance.....	40.010	Standards Committee.....	90.060 h 1
Fees, transfer.....	40.012	Standing committees.....	80.060
Fellows.....	20.030	Student Activities.....	80.023
Finance Committee.....	80.060 c 2	Student admissions.....	30.010 e
Fortescue Fellowship Committee.....	80.060 f 10	Student Branch Counselors.....	80.052
General Administration Department.....	80.060 d 1	Student Branches.....	80.050
General Meetings.....	90.020 a	Student Branches Committee.....	80.060 e 4
	90.020 b	Student Branches, Joint.....	80.054
Honorary Members.....	20.020	Student transfers.....	30.010 f
Honors Advisory Committee.....	80.060 c 3	Students.....	20.070
Independent nominations.....	60.022	Subsections.....	80.031
Industry Division.....	80.060 d 4	Suspensions.....	30.023
Instrumentation Division.....	80.060 d 4	Symbols.....	20.013
Intersociety Relations Committee.....	80.060 c 6	Technical Operations Department.....	80.060 d 4
John Fritz Medal Board of Award, Repre-		Technical Operations Department Com-	
sentatives on.....	80.063	mittees.....	80.060 h
Joint Branches.....	80.054	Tellers Committee.....	60.040
Joint Committees, Representatives on.....	80.062	Terminations.....	30.020
Lamme Medal Committee.....	80.060 f 9	Transfer fees.....	40.012
Management.....	70	Transfers Committee.....	80.060 e 5
Management Committee.....	80.060 f 5	Transfers, student.....	30.010 f
Meetings.....	90	Treasurer.....	70.060
Members.....	20.040	Volta Scholarship Committee.....	80.060 f 11
Members-for-Life Fund Committee.....	80.060 f 6	Voting members.....	20.110
Membership.....	20	Waiver of entrance fee.....	40.011
Membership Committee.....	80.060 e 1		