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## BY-LAWS

## OF THE

## AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS

*[Adopted by the Board of Directors April 22, 1904, Amended February 24, 1905, March 24, 1905, February 23, 1906, May 18, 1908, November 13, 1908, August 22, 1911, December 8, 1911, January 12, 1912, February 9, 1912, May 21, 1912, June 27, 1912, October 11, 1912, December 12, 1913, August 11, 1914, November 13, 1914, April 9, 1915, July 1, 1915, June 28, 1916, June 28, 1917, January 9, 1920, November 12, 1920, May 30, 1921, December 9, 1921, December 8, 1922, December 14, 1923, June 25, 1925, October 14, 1925, May 21, 1926, August 10, 1926, October 15, 1926, June 23, 1927, October 19, 1927 and December 16, 1927.]*

The Constitution authorizes the adoption of By-laws as follows:

ART. VII. *The Board of Directors shall prepare and adopt a series of By-laws which shall govern its procedure and that of the committees, under this Constitution. Such By-laws shall be adopted or may be amended by a concurring vote of not less than a majority of the Board of Directors; provided, that the text of a proposed By-law or amendment shall be furnished to each member of the Board of Directors at least ten days before the meeting at which a vote on the same will be taken.*

## BY-LAWS.

## MEMBERSHIP.

SEC. 1. Fellows, Members, Associates, and Honorary Members, are authorized to use the following abbreviations indicating their grade of membership in the INSTITUTE.

Honorary Member, Hon. Mem. A. I. E. E.

Fellow, Fel. A. I. E. E.

Member, Mem. A. I. E. E.

Associate, Assoc. A. I. E. E.

The term member (when printed without a capital), where used herein, includes Fellows, Members, Associates, and Honorary Members.

It shall be the duty of all members to call the attention of the National Secretary to the improper use of INSTITUTE badges or symbols, or to claims made by non-members that they belong

to the INSTITUTE. The National Secretary shall thereupon investigate the facts and lay the matter before the Board of Directors.

SEC. 2. All applications for admission to the INSTITUTE or for transfer to a higher grade shall be made in a form approved by the Board of Directors, and shall embody a full record of the general technical education of the applicant and of his professional career. Applicants shall refer to the required number of members of the grades specified in Article III, of the Constitution. Each of these references shall be requested by the National Secretary to fill out a prescribed confidential form, for consideration by the Board of Examiners.

SEC. 3. No application for admission or transfer shall be acted upon by the Board of Examiners until the number of replies prescribed in the Constitution is received. In the event of failure to receive replies, or the receipt of unfavorable replies, the National Secretary may call upon the applicant to furnish additional names.

SEC. 4. The Board of Examiners shall consider all applications solely upon their merits, without reference to color or sex of the applicants.

SEC. 5. An applicant for admission to the INSTITUTE, who in the judgment of the Board of Examiners is not eligible to the grade applied for, but is eligible for admission to a lower grade, may be so notified, and be given the opportunity of changing his application accordingly.

SEC. 6. The names of applicants for admission to the INSTITUTE shall be posted in the JOURNAL with the request that any member objecting to the election of any of the candidates shall make written communication to the National Secretary, who shall refer such communication to the Board of Examiners for consideration.

No action shall be taken by the Board of Directors upon applications until one month after posting in the JOURNAL in the case of applicants residing in the United States or Canada, and until three months in the case of all other applicants.

SEC. 7. The names of applicants for transfer to the grades of Member and Fellow, after being recommended for transfer by the Board of Examiners, shall be posted in the JOURNAL, and final action thereon shall not be taken by the Board of Directors until one month after such posting, in the case of all applicants

residing in the United States and Canada, and until three months in the case of all other applicants.

SEC. 8. Transfer of an Associate or Member to the higher grade of Member or Fellow may be proposed by another member acting as sponsor, who, upon application to the National Secretary, may obtain a short form upon which information may be submitted for preliminary consideration of the Board of Examiners, after which the sponsor will obtain the candidate's signature to the prescribed form of application, which will be acted upon in accordance with the usual procedure.

SEC. 9. Objection to the admission or transfer of any candidate to any grade must be accompanied by reasons for such objection. All such statements shall be treated as confidential.

SEC. 10. The privileges attaching to membership in the INSTITUTE, shall not be accorded to applicants for admission until they have been duly elected, and have paid their entrance fees and current dues.

SEC. 11. A prompt notification of his election, accompanied by a statement of his initiation fee and dues, shall be mailed to each candidate by the National Secretary. A second notice of his indebtedness shall be sent by registered mail one month later to every candidate remaining in arrears in the United States and Canada and three months later to all other candidates. The National Secretary may, at his discretion, cancel the election of any applicant remaining in arrears three months after the mailing of the second notice.

SEC. 12. An Associate, Member, or Fellow who has resigned in good standing may be reelected without payment of entrance fee, after review of his professional record by the Board of Examiners and approval by the Board of Directors.

If the applicant so desires, he may be reinstated, retaining his original date of election or transfer, by the payment of all dues which have accrued during the interim; and he will then be entitled to such INSTITUTE publications issued during this period as may be available on the same basis as these publications have been furnished to other members.

SEC. 13. An Associate, Member or Fellow who has been dropped as delinquent may, upon payment of the dues for which he was in arrears, be reinstated or reelected upon the same basis as a member who has resigned in good standing.

SEC. 14. Any resignations received by the National Secretary not later than June 1 of any year (September 1 in the case of members residing outside of the United States and Canada), may, at his discretion, be considered as having been received as of May 1 preceding. A resignation received after June first but prior to the expiration of the first quarter of the fiscal year, shall involve payment of only the dues for that quarter, this consideration to be extended to non-resident members until November first.

SEC. 15. The rights and privileges of each member shall be personal to himself, and shall not be transferable or transmissible by his own act or by operation of law.

SEC. 16. A member whose membership shall terminate for any cause shall have no right or interest in any property of the INSTITUTE or any claim or privilege in or against the INSTITUTE or pertaining thereto.

#### PAYMENT OF DUES.

SEC. 17. Annual dues are payable in advance upon receipt of bills dated May 1, the beginning of each fiscal year.

SEC. 18. A bill for annual dues shall be mailed to each member on or about May 1. On October 1 a second notice shall be sent to those in arrears. On March 1 following, a third notice shall be sent to those remaining in arrears, a copy of this section of the By-laws to accompany such notice. Any member remaining in arrears on May 1 shall be placed on the Suspended List, shall receive no further INSTITUTE publications, and shall be debarred from enjoying its other privileges until reinstated. At its May meeting the National Secretary shall submit to the Board of Directors a list of the delinquents, for its action thereon.

The National Secretary shall each year, previous to the mailing of bills for annual dues, select from the membership list the names of all Associates who will by May 1 of that year have held membership of that grade for six years or more, and to such Associates mail bills for annual dues of fifteen dollars (\$15.00).

SEC. 19. The mailing of such bills or statements to the last address upon the office mailing list, shall be considered a valid notice of indebtedness.

#### LIFE MEMBERSHIP.

SEC. 20. The amount of the single payment to be made by a member in lieu of future annual dues is to be determined from

#### LIFE MEMBERSHIP RATES

Based on American Annuitants Mortality Table  
(TRANS. Actuarial Soc. Vol. XXI, pp. 166-167) and 4% Interest

Rates					
Age Last Birthday	*Associates and Members (Dues \$15 per year)		Age Last Birthday	*Associates and Members (Dues \$15 per year)	
	Fellows (Dues \$20 per year)	Fellows (Dues \$20 per year)		Fellows (Dues \$20 per year)	Fellows (Dues \$20 per year)
21	307.49		54	198.84	265.12
22	305.36		55	194.46	259.28
23	303.17		56	190.05	253.40
24	300.90		57	185.61	247.48
25	298.56		58	181.14	241.52
26	296.16		59	176.67	235.56
27	293.67		60	172.17	229.56
28	291.14				
29	288.51		61	167.67	223.56
30	285.81		62	163.17	217.56
31	283.02		63	158.67	211.56
32	280.17	373.56	64	154.17	205.56
33	277.23	369.64	65	149.70	199.60
34	274.23	365.64			
35	271.14	361.52	66	145.25	193.66
36	267.98	357.30	67	140.84	187.78
37	264.74	352.98	68	136.44	181.92
38	261.42	348.56	69	132.09	176.12
39	258.03	344.04	70	127.79	170.38
40	254.54	339.38			
41	251.00	334.66	71	123.53	164.70
42	247.38	329.84	72	119.34	159.12
43	243.68	324.90	73	115.20	153.60
44	239.91	319.88	74	111.15	148.20
45	236.09	314.78	75	107.15	142.86
46	232.19	309.58			
47	228.21	304.28	76	103.22	137.62
48	224.19	298.92	77	99.41	132.54
49	220.08	293.44	78	95.66	127.54
50	215.94	287.92	79	91.98	122.64
51	211.73	282.30	80	88.43	117.90
52	207.48	276.64			
53	203.19	270.92	81	84.95	113.26
			82	81.56	108.74
			83	78.23	104.30
			84	75.08	100.10
			85	71.99	95.98

and over

\*Deductions for Associates during first 6 years of Associate membership, based on dues of \$10 for first 6 years and \$15 thereafter, are shown at the top of the next page.

## LIFE MEMBERSHIP RATES—Continued

Years of Associate Membership	Deduction
0 (at entry)	\$27.00
1	22.50
2	18.00
3	13.50
4	9.00
5	4.50
6 and over	None

the Table of Life Membership Rates, forming a part of this section. The age of the member shall be determined from the information furnished by him in his application for entrance to the INSTITUTE. The period for which life membership is purchased shall start on May 1 of any fiscal year provided the annual dues up to that date shall have been paid. The payment for life membership shall be due on the date that such membership becomes effective.

All amounts now held or hereafter paid of the nature of such life payments shall be placed in the special fund designated as the "Life Membership Fund." This fund shall be so administered as to insure the maintenance of a reserve at the beginning of the fiscal year corresponding to the annuity values indicated in the above table for all surviving members at their then attained age, less the dues for the ensuing fiscal year which each such member would have ordinarily paid. Any excess in the principal of the fund above the amount of the required reserve shall be transferable to the general funds of the INSTITUTE.

The interest on that portion of the existing Life Membership Fund created from payments other than on the annuity basis shall be credited to current income of the INSTITUTE as heretofore, until such time as the corresponding principal of the fund shall also equal the annuity reserve values for the surviving persons who are now enrolled as life members,—after which the entire fund shall be administered in the manner outlined above.

## ELECTION OF OFFICERS.

SEC. 21. During September of each year, the Secretary of the National Nominating Committee shall notify the Chairman of the Executive Committee of each Geographical District that by November 1st of that year the Executive Committee of each

District must select a member of that District to serve as a member of the National Nominating Committee and shall, by November 1st, notify the Secretary of the National Nominating Committee of the name of the member selected.

During September of each year, the Secretary of the National Nominating Committee shall notify the Chairman of the Executive Committee of each Geographical District in which there is or will be during the year a vacancy in the office of Vice-President, that by November 15th of that year a nomination for a Vice-President from that District, made by the District Executive Committee, must be in the hands of the Secretary of the National Nominating Committee.

Between October 1st and November 15th of each year, the Board of Directors shall choose five of its members to serve on the National Nominating Committee and shall notify the Secretary of that Committee of the names so selected, and shall also notify the five members selected.

The Secretary of the National Nominating Committee shall give the fifteen members so selected not less than ten days' notice of the first meeting of the committee, which shall be held not later than December 15th. At this meeting, the committee shall elect a chairman and shall proceed to make up a ticket of nominees for the offices to be filled at the next election. All suggestions to be considered by the National Nominating Committee must be received by the Secretary of the committee by November 15th. The nominations as made by the National Nominating Committee shall be published in the January issue of the A. I. E. E. JOURNAL, or otherwise mailed to the INSTITUTE membership during the month of January.

SEC. 22. Petitions proposing the names of candidates as independent nominations for the various offices to be filled at the ensuing election, in accordance with Article VI, Section 31, (Constitution), must be received by the Secretary of the National Nominating Committee not later than February 15 of each year, to be placed before that Committee for the inclusion in the ballot of such candidates as are eligible.

On the ballot prepared by the National Nominating Committee in accordance with Article VI of the Constitution and sent by the National Secretary to all qualified voters during the first week in March of each year, the names of the candidates shall be grouped alphabetically under the name of the office for which each is a candidate.

## BOARD OF DIRECTORS.

SEC. 23. Meetings of the Board of Directors shall be held at such times and places as decided upon by the Board, the hour of all meetings to be set by the President.

SEC. 24. Seniority of officers of equal rank who were elected to office on the same date shall be determined by the date of their election to the INSTITUTE.

## INSTITUTE MEETINGS.

SEC. 25. There shall be three national conventions of the Institute each year, namely, the Winter Convention, the Summer Convention, and the Pacific Coast Convention, with such other additional national meetings as may be authorized from time to time by the Board of Directors, the location and dates of all national meetings to be determined by the Board of Directors.

SEC. 26. The President shall appoint a General Convention Committee for each national convention. The duties of this committee shall consist of making all necessary local arrangements for the convention, in cooperation with the National Secretary and the Meetings and Papers Committee. The programs for the professional sessions are under the jurisdiction of the Meetings and Papers Committee. The number of professional sessions and the assignment of definite periods of time for these sessions should be decided after conference with the Meetings and Papers Committee, so that the other events may be conveniently arranged in order to provide a well-balanced program. The Chairman of the General Convention Committee will appoint such subcommittees as he deems necessary, as, for example, Committees on Publicity, Finance, Professional Sessions, Inspection Trips, Entertainment Features, Hotel Arrangements, etc.

SEC. 27. The conventions and other national meetings of the INSTITUTE being of a professional nature only, no literature advertising commercial products shall be distributed at such meetings in the spaces under the control of the INSTITUTE, nor shall there be any exhibition of commercial products for the purpose of selling or taking orders for such products.

## GEOGRAPHICAL DISTRICTS.\*

SEC. 28. There shall be ten geographical districts grouped as follows:

\*See map on page 81.

1. NORTH EASTERN
 

Connecticut (exclusive of N. Y. Section territory)	
Maine	New York (exclusive of N. Y. Section territory)
Massachusetts	Rhode Island
New Hampshire	Vermont
2. MIDDLE EASTERN
 

Delaware	Ohio
District of Columbia	Pennsylvania
Maryland	West Virginia
New Jersey (exclusive of N. Y. Section territory)	
3. NEW YORK CITY
 

Territory of the New York Section	Porto Rico
Canal Zone	All foreign countries (Canada excepted)
4. SOUTHERN
 

Alabama	Mississippi
Florida	North Carolina
Georgia	South Carolina
Kentucky	Tennessee
Louisiana	Virginia
5. GREAT LAKES
 

Illinois	Michigan
Indiana	Minnesota
Iowa	Wisconsin
6. NORTH CENTRAL
 

Colorado	North Dakota
Nebraska	South Dakota
	Wyoming
7. SOUTH WEST
 

Arkansas	New Mexico
Kansas	Oklahoma
Missouri	Texas
8. PACIFIC
 

Arizona	Nevada
California	Hawaii
	Phillipines
9. NORTH WEST
 

Idaho	Utah
Montana	Washington
Oregon	Alaska
10. CANADA.

SEC. 29. Should the territory of any INSTITUTE Section lie in more than one geographical district as defined above, then the entire territory of said Section shall be considered as belonging to the geographical district in which the headquarters of the Section are located.

SEC. 30. To facilitate cooperation between the Sections there shall be an Executive Committee in each geographical district, composed of the Vice-President representing the district on the Board of Directors, a District Secretary to be appointed by the Vice-President, and the Chairmen and Secretaries of the Sections within the district.

SEC. 31. Each District Executive Committee shall appoint a small continuously functioning Coordinating Committee consisting of the Vice-President and District Secretary, ex-officio, and four additional members of the Executive Committee and one Student Branch Counselor who shall serve for a term of one year. The four Section officers and the Counselor shall be eligible for reappointment if they are members of the Executive Committee and Counselor respectively during the following year. This Coordinating Committee of seven shall function continuously, in an advisory and cooperative capacity only, with the Meetings and Papers Committee, Institute headquarters, all Sections of the District, similar committees of other Districts, and the Sections Committee, for the stimulation and preparation of papers of a high grade.

SEC. 31A. To facilitate cooperation among the Student Branches there shall be a Committee on Student Activities in each Geographical District, consisting of the Vice-President, District Secretary, and the Counselors of all Branches within the District. The Committee shall elect one of the Counselors as its Chairman, and may elect such other officers as it deems desirable.

#### REGIONAL MEETINGS.

SEC. 32. Regional meetings shall be held, upon the approval of the Board of Directors in each instance, under the supervision of the geographical district officers and committees, in accordance with the following general plan:

Upon expression by a District Executive Committee of a desire to hold a regional meeting, and approval by the Board of Directors, the responsibility for the meeting shall rest with a

Regional Meeting Committee of nine, composed of the seven members of the District Coordinating Committee and two additional members representing the Section in which the meeting is to be held. This committee shall have full responsibility and authority for organizing and conducting such meeting in all its details, including the arrangement of sessions, the selection of papers, and the entertainment features. Papers for a regional meeting may be obtained from the District membership by the Regional Meeting Committee, and if papers are desired from outside the District they shall be obtained by cooperation with the national Meetings and Papers Committee. All papers included in the program shall be considered for publication upon the same basis as papers for national meetings. The financing of regional meetings shall be in accordance with a consistent general plan approved from time to time by the Board of Directors, after consideration of such recommendations as may be received from the officers and committees concerned.

#### SECTIONS.

SEC. 33. A petition for the formation of a Section shall be signed by not less than 25 members residing within the territorial limits hereinafter prescribed. The Board of Directors may decline to authorize the formation of a Section when in its judgment such an organization would not be compatible with the interests of the INSTITUTE.

SEC. 34. In the initial Section organization only petitioners shall have the right to vote.

SEC. 35. A Section shall be known as: the (name of place) Section of the AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS.

SEC. 36. The principal work of a Section shall be the holding of regular meetings for the presentation and discussion of papers on matters relating to electricity, and to the allied arts and sciences. No action which may purport to represent the policy or organization of the INSTITUTE, or of any Section, shall be published or communicated to any party or parties who are not members of the INSTITUTE, without the approval of the Board of Directors, unless accompanied by a statement to the effect that as the A. I. E. E. is a national organization, the opinions or recommendations expressed represent only the views of the individual members of the . . . . . Section.

SEC. 37. A Section of the INSTITUTE may cooperate with other

local engineering organizations in the holding of joint meetings, and may invite members of such organizations to its meetings.

SEC. 38. The territory of a Section shall include the locality naturally tributary thereto, but shall not include territory so remote or inaccessible that members cannot readily attend meetings. For the purpose of determining the maximum amount to which a Section is entitled under these By-laws, points more than sixty miles from the regular meeting place of the Section shall not be considered a part of that Section, except that, when special conditions warrant such action, additional territory within a reasonable distance may be authorized by the Board of Directors, upon approval of the Sections and Finance Committees. If adjacent Sections are so situated that the sixty-mile limit embraces common territory, the question as to which Section may claim such members as reside within this common territory shall if possible be decided by agreement between the Sections concerned, otherwise by the Sections Committee.

SEC. 39. In addition to INSTITUTE members the Section by-laws may admit other persons interested in engineering, who shall have all the Section privileges except those of voting and holding office.

SEC. 40. The Chairman and Secretary of each Section shall be elected for the term of one year, beginning upon the date specified in the by-laws of the Section. This date shall be either January 1 or August 1, the latter being the date upon which the terms of the officers of the INSTITUTE begin. The by-laws of the Section shall determine whether or not these officers shall be eligible for reelection.

SEC. 41. The Board of Directors may at any time terminate the existence of any Section when in its judgment the interests of the INSTITUTE make such action desirable.

SEC. 42. Papers and discussions presented before a Section or Branch shall be the property of the INSTITUTE, and may be published only on authorization of the Publication Committee.

SEC. 43. The Executive or other suitable Section or Branch committee in charge shall be responsible to the INSTITUTE for all Section or Branch papers and discussions. Such matter as is approved by such local Section or Branch committee, as suitable for publication in the JOURNAL, shall be presented to the National Secretary of the INSTITUTE, for consideration by the Publication Committee, which in judging its suitability shall

be governed by the same reasons as are applied to similar matter offered for presentation at INSTITUTE meetings.

SEC. 44. Section or Branch papers and discussions not published in the JOURNAL may be published elsewhere, with the statement that they have been presented before such Section or Branch, provided that previous approval of such publication has been secured from the Section or Branch committee in charge, and from the Publication Committee. The Publication and the Section or Branch committees may authorize the publication of a Section or Branch paper or discussion without reference being made to its presentation before the Section or Branch.

SEC. 45. Each Section shall conduct its affairs in such a manner as to demand for its maintenance a minimum of financial support by the INSTITUTE consistent with the activities carried on by that Section. Excepting upon the request of a Section stating specific reasons therefor, and the authority of the Sections Committee, the appropriation of INSTITUTE funds during any fiscal year for the meeting expenses of any Section shall not exceed in the aggregate a sum to be determined as follows:

a. One hundred seventy-five dollars for each Section, independently of the number of members in that Section.

b. One dollar for each INSTITUTE member who shall reside within the territory of each Section at the beginning of the administrative year, namely, August 1, with a minimum aggregate appropriation, for items "a" and "b," of two hundred dollars per Section. The Section limits to determine the number of members to be as provided in Section 38.

The National Treasurer and National Secretary of the INSTITUTE shall make a remittance in October of each year to the Secretary of each Section of an amount equivalent to one-half of the maximum sum to which the Section would be entitled under this by-law, less any unexpended balance in the funds provided by the Institute during the preceding year and which shall be considered as applying toward the payment of the appropriation for the following year. An accounting shall be made to the Finance Committee of the INSTITUTE, through the National Secretary, at the end of six months, or earlier if necessary, whereupon a remittance of the balance of the appropriation for that year may be transmitted to the Secretary of the Section and similarly accounted for prior to the expiration of the appropriation year.

## SECTION DELEGATES.

SEC. 46. The Section delegates attending the Summer Convention shall be members of the INSTITUTE. The duties of these delegates shall be as follows:

(a) To attend such meetings of the Sections Committee as may be held during the convention.

(b) To exchange views and experiences in connection with Section activities and management and to make recommendations of an advisory nature upon such matters to the Board of Directors.

(c) To exchange and discuss ideas regarding subjects for inclusion in technical programs of future Section meetings.

(d) To advise the chairman of the Sections Committee at least sixty days in advance of the convention of questions of interest to the INSTITUTE Sections which, in their opinion, should be discussed by the delegates at the meetings of the Sections Committee during the convention. The chairman of the Sections Committee shall appoint a subcommittee of three, who with the chairman, ex-officio, shall prepare in advance of the convention a program of such questions for discussion.

(e) Past-chairmen or chairmen-elect of Sections, if in attendance at the convention, shall have the privilege of attending all meetings of the Sections Committee, but each Section will be entitled to one vote only, which shall be cast by the chairman of the Section or other official delegate of the Section.

SEC. 47. The expenditures for transportation of Section delegates as referred to in the Constitution, and for all other Committees or activities for which a similar appropriation shall be provided by the Board of Directors, shall be paid from the Institute treasury at the rate of ten cents (10c.) per mile, one way from the place of residence to the meeting place.

## STUDENTS.

SEC. 48. Any person registered as a full-time student in a university or technical school of recognized standing who is pursuing a regular course of study in preparation for the profession of electrical engineering may be enrolled as a Student of the American Institute of Electrical Engineers. The designation of full-time students is intended to include those who devote either their entire time or the major part of their time to studies. The

expression "school of recognized standing," is interpreted as applying to schools of college grade providing an engineering curriculum of not less than three years, and granting degrees.

SEC. 49. Each application for enrolment as a Student shall be endorsed by a member of the INSTITUTE. It shall be passed upon by the Board of Examiners, and submitted to the Board of Directors for action.

SEC. 50. The annual Student enrolment fee shall be three dollars (\$3.00), payable in advance. The period of Student enrolment shall not exceed three years, nor shall it extend more than one and one-half years beyond the date of award of the baccalaureate degree or of leaving the university or technical school; the period of enrolment shall date from the first of January nearest the date of filing application.

SEC. 51. The annual fee of three dollars (\$3.00) paid by each Student shall be applied as a subscription to the JOURNAL for the year covered by such payment.

SEC. 52. Students enrolled under the provisions of these By-laws shall each be entitled to receive the regular monthly JOURNAL. They will be permitted to purchase the current TRANSACTIONS at \$3.50 per year during the period of their enrolment. These privileges may be withdrawn at any time by the Board of Directors.

SEC. 53. A Student changing his mailing address without notifying the National Secretary shall be entitled to available duplicate copies of the JOURNAL upon payment of twenty-five cents each.

SEC. 54. Students registered in engineering subjects in schools other than those described above, and students registered in engineering subjects in schools of recognized standing who do not devote the major part of their time thereto, while not qualified for Student enrolment in the INSTITUTE, may nevertheless subscribe for the regular monthly JOURNAL at reduced rates by applying to the National Secretary. The applications for such subscriptions must be accompanied by a certification from the instructor in charge of the engineering classes or department that the applicant is a student in engineering subjects at that school. These subscriptions are for a term of one year only, but may be renewed twice upon similar certification.



## STUDENT BRANCHES.

SEC. 55. Any member who may be connected with a university or technical school of recognized standing, having a curriculum in engineering, may, upon the approval of the Board of Directors, organize Student meetings and other activities under the designation (name of Institution) Branch of the American Institute of Electrical Engineers.

SEC. 56. Branches shall organize by the appointment or election of an Executive Committee of any suitable number composed of members and enrolled Students of the INSTITUTE. This organization shall be subject to the approval of the Board of Directors. Other students in the engineering curriculum of the institution may attend the meetings under conditions prescribed by the Branch.

SEC. 57. The President of the INSTITUTE shall each year appoint a member of the INSTITUTE as counselor of each Student Branch, selected from the electrical engineering faculty of the institution at which the Branch is located. The counselors shall be eligible for reappointment from year to year. They shall be ex-officio members of the Committee on Student Branches and shall be responsible to the officers of the INSTITUTE and to the Student Branch Committee for the conduct of the affairs of their respective Branches. Reports of the proceedings at each Branch meeting shall be made promptly to the National Secretary by the Secretary of the Branch.

SEC. 58. At the meetings held by Branches the papers read and discussed may be either original papers, or may be papers read before one of the regular meetings of the INSTITUTE.

SEC. 59. The INSTITUTE shall publish, from time to time, in the JOURNAL, a list of universities and technical schools in which Branches have been organized, and brief notices of the proceedings of their meetings.

SEC. 59A. An established student engineering society in a university or technical school of recognized standing may, upon application of its officers and a member of the INSTITUTE connected with the school, and the approval of the Board of Directors, become associated with the INSTITUTE. Members of such associated student engineering society may have the same privileges as enrolled Students of the INSTITUTE and will be governed by the same requirements.

## COMMITTEES AND DUTIES.

SEC. 60. The standing committees to be appointed by the President, in addition to the Executive and Finance Committees and the Board of Examiners, referred to in the Constitution, shall include the following:

## General Committees.

Meetings and Papers Committee  
 Publication Committee  
 Committee on Coordination of Institute Activities  
 Sections Committee  
 Law Committee  
 Public Policy Committee  
 Headquarters Committee  
 Membership Committee  
 Standards Committee  
 Edison Medal Committee  
 Committee on Award of Institute Prizes  
 Committee on Safety Codes  
 Committee on Code of Principles of Professional Conduct  
 Committee on Student Branches.

## Technical Committees.

Committee on Automatic Stations  
 Committee on Communication  
 Committee on Education  
 Committee on Electrical Machinery  
 Committee on Electric Welding  
 Committee on Electrochemistry and Electrometallurgy  
 Committee on Electrophysics  
 Committee on Instruments and Measurements  
 Committee on Applications to Iron & Steel Production  
 Committee on Production and Application of Light  
 Committee on Applications to Marine Work  
 Committee on Applications to Mining Work  
 Committee on General Power Applications  
 Committee on Power Generation  
 Committee on Power Transmission & Distribution  
 Committee on Protective Devices  
 Committee on Research  
 Committee on Transportation

The President shall appoint the members and designate the Chairman of each Committee, who shall select a Vice-Chairman and a Secretary. Copies of minutes of all meetings and actions of committees shall be forwarded promptly by the committee secretary to the National Secretary for his reference file.

The President or the Board of Directors may appoint auxiliary members to any committee.

SEC. 61. The Finance Committee shall consist of three members of the Board of Directors and shall, in addition to the duties prescribed in the Constitution, approve all bills before payment and shall make recommendations to the Board of Directors regarding the investment of moneys, and all specific appropriations. No payment other than for routine office expenses shall be made by the National Secretary or National Treasurer except upon authorization of the Finance Committee. It shall cause to be prepared for the information of the Board of Directors a statement each year, to September 30, showing the financial condition of the INSTITUTE, also to submit to the Board of Directors at its October meeting a budget of estimated receipts and expenditures for the ensuing year beginning October 1. It shall have the bank books and securities of the INSTITUTE examined, prior to the annual financial statement made in the month of May, and shall certify to their correctness. It shall employ a competent accountant to audit the accounts at the close of each fiscal year.

SEC. 62. The Board of Examiners shall consist of twelve Fellows of the INSTITUTE. The duties of this Board are defined in Section 44 of the Constitution.

SEC. 63. The Meetings and Papers Committee shall consist of nine members, and the chairman of each technical committee and of the Committee on Coordination of INSTITUTE Activities ex-officio. The chairman of each Section shall have the privilege of attending meetings of the committee and participating in discussions.

This committee shall cooperate with the General Convention Committees and shall arrange the programs for the technical sessions at national meetings of the INSTITUTE. The committee shall decide all questions regarding presentation and discussion of papers at these sessions. The committee shall receive and consider all papers proposed for presentation by the technical com-

mittees of the INSTITUTE, and in addition shall arrange directly for papers relating to subjects within the scope of INSTITUTE activity and for which initial responsibility is not placed on the technical committees. The committee shall also cooperate with the Regional Meeting Committees in obtaining papers for presentation at regional meetings.

SEC. 64. The Publication Committee shall consist of four appointed members and the National Secretary ex-officio.

This Committee shall have supervision of the monthly JOURNAL, the TRANSACTIONS, and the other publications of the INSTITUTE, including the form, size, arrangement, etc., of these publications; also decisions regarding the publication of papers, discussions, and all other matter available for publication, and the formulation and carrying out of plans for bringing into practise the policies regarding INSTITUTE publications that may be determined from time to time by the Board of Directors.

SEC. 65. The Committee on Coordination of INSTITUTE Activities shall consist of the chairmen of the Finance, Publication, Meetings and Papers, Sections and Law Committees, the National Secretary, and the chairman who will be appointed by the President, and who shall be a member of the Board of Directors.

This Committee shall consider and advise on all questions arising as to INSTITUTE activities of whatever nature, particularly those in which uncertainty, difference of opinion, actual conflict or duplication may appear to exist, whether referred to it by the Board or otherwise coming to its attention; and where questions of INSTITUTE procedure, policy, or precedent are involved or final decision is necessary, to report the conditions to the Board with appropriate recommendations.

SEC. 66. The Sections Committee shall consist of five appointed members and the chairman of each Section ex-officio.

This Committee shall have the general supervision and management of the Sections of the INSTITUTE. The Committee shall confer with the Section officers and it shall consider, investigate and make reports and recommendations to the Board of Directors for action upon all matters regarding or involving the interests and welfare of Sections, or the relations between these organizations and the INSTITUTE. The Committee shall arrange for and hold an annual meeting of Section delegates during the Summer Convention of the INSTITUTE.

SEC. 67. The Law Committee shall consist of five members and shall consider and investigate all matters relating to the Constitution and By-laws of the INSTITUTE, the duties and jurisdiction of its officers and committees, its legal status and responsibilities and like legal and cognate questions; also all other matters referred to it by the Board of Directors, the President or the National Secretary. The committee shall make reports and recommendations to the Board of Directors for action thereon. The committee may consult legal and technical counsel with reference to any question before it.

SEC. 68. The Public Policy Committee shall consist of seven members and shall consider and report to the Board of Directors upon such matters as the Board may refer to it, and to call the attention of the Board to such matters of public policy as in its opinion may affect the interests of the INSTITUTE or its members, or the engineering profession.

SEC. 69. The Headquarters Committee shall consist of three members, including the chairman of the Finance Committee and the National Secretary, ex-officio. It shall have general supervision of the arrangements, furnishings, and maintenance of the INSTITUTE headquarters, including historical relics, paintings and works of art.

SEC. 70. The Membership Committee shall consist of one member from each geographical district and one or more other members, all to be appointed by the President; also the chairmen of the Membership Committees of the Sections of the INSTITUTE, ex-officio.

This Committee shall bring the advantages of membership to the attention of desirable candidates for admission to the INSTITUTE. The committee may enlist the cooperation of the Sections and Branches in its work or take such other measures as it may consider advisable to interest prospective members of the standing and qualifications specified for the various grades of membership. The committee shall have such other duties as may be delegated to it by the Board of Directors.

SEC. 71. The Standards Committee shall consist of nine appointed members with such additional members, ex-officio, as may be determined by the plan of organization adopted by the Standards Committee.

This Committee shall consider and investigate all matters relating to units and standards appertaining to or applicable in

electrical engineering and in the allied arts and sciences. The committee shall make reports and recommendations to the Board of Directors for action thereon.

SEC. 72. The Edison Medal Committee shall consist of twenty-four members, including the chairman, of whom fifteen shall be appointed by the President from the membership at large and confirmed by the Board of Directors of the INSTITUTE; three to be appointed annually and to serve for a term of five years from August first of the year in which such appointments are made. Six shall be elected by the Board from its own membership, being three annually to serve for a term of two years from August first of the year in which they are elected. The President, National Secretary, and National Treasurer of the INSTITUTE shall be ex-officio members of the Edison Medal Committee.

The duties of this committee shall be to make awards of the Edison Medal, in accordance with the regulations prescribed in the by-laws of the Committee, as approved by the Board of Directors.

SEC. 73. The Committee on Award of INSTITUTE Prizes shall consist of the Chairman of the Meetings and Papers Committee, acting as Chairman, and the chairmen of the Publication Committee, the Research Committee, the Meetings and Papers Committee of the previous year, and the chairmen of such other committees as the Board of Directors may designate. This Committee shall award the prizes established by the INSTITUTE in accordance with the details of procedure adopted by the Board of Directors.

SEC. 74. The Committee on Safety Codes shall consist of nine appointed members and shall consider and investigate all matters relating to the formulation of rules for the protection of persons and property against fire, accidents, and other hazards in connection with electrical installations and equipments, and shall confer with similar committees of other bodies regarding the same. The committee shall make reports and recommendations to the Board of Directors for action thereon.

SEC. 75. The Committee on Code of Principles of Professional Conduct shall consist of seven members, and in addition to the function of formulating and administering a code, it shall be the duty of the committee to advise inquirers respecting questions of proper professional conduct, and to examine into and investigate

any practise of any member of this INSTITUTE which may be regarded as prejudicial to the welfare of the INSTITUTE, the engineering profession, or of the community, and to report its actions and recommendations to the Board of Directors, which shall take such action thereon as it may deem proper.

SEC. 76. The Committee on Student Branches shall consist of five members and the counselor of each Branch, ex-officio, and shall have the general supervision and management of the Student Branches of the INSTITUTE. The Committee shall confer with the Branch officers and it shall consider, investigate and make reports and recommendations to the Board of Directors for action upon all matters regarding or involving the interests and welfare of Branches, or the relations between these organizations and the INSTITUTE.

SEC. 77. The Technical Committees shall promote and coordinate INSTITUTE activity in their respective fields.

In respect of papers and discussions, these committees shall report to the Meetings and Papers Committee to correlate the work of these committees in such a manner as will effectively provide adequate opportunity for discussion of each of the various topics included within the scope of INSTITUTE activity, and to arrange the presentation and discussion of such papers as may receive its approval.

In respect of matters affecting standardization or nomenclature, the several committees named shall submit to the Standards Committee such recommendations as they may deem proper.

In respect of all matters other than those relating to meetings, papers, or standardization, these committees shall report to the Board of Directors of the INSTITUTE.

Each technical committee shall, at the Summer Convention, present a report including a brief résumé of the progress of the art in the particular field within the scope of such committee, with the object that these reports may become recognized as authoritative sources of information on the history of electrical engineering development. These reports shall be, whenever practicable, published with discussion.

The chairmen of these Technical Committees shall be ex-officio members of the Meetings and Papers Committee.

SEC. 78. Each temporary committee appointed for any purpose involving expense to the INSTITUTE shall prepare an estimate

of its probable expenditures and submit it to the Board of Directors for approval.

SEC. 79. The functions of temporary committees shall be defined by the Board of Directors. At the beginning of each administrative year the National Secretary shall transmit to all the members of each temporary committee whose duties may be continued, copies of the original resolutions constituting such temporary committee.

SEC. 80. The expenditures of the INSTITUTE shall be regulated by annual appropriations which shall begin on the first day of October of each year. Each standing committee shall submit to the National Secretary, for the information of the Finance Committee in preparing its annual October budget, an estimate of its requirements for the ensuing year.

SEC. 81. No standing or temporary committee shall, under any circumstances, exceed its authorized appropriation without first obtaining the sanction of the Board of Directors. In addition to the duties and powers ascribed to committees in these by-laws, these committees shall perform such other duties and shall have such other powers as may be delegated to them by the Board of Directors.

#### REPRESENTATIVES UPON JOINT COMMITTEES AND OTHER BODIES.

SEC. 82. The Board of Directors may, in its discretion, appoint representatives of the INSTITUTE upon joint committees, boards and other local and national bodies, for the purpose of bringing about closer cooperation between the INSTITUTE and other organizations. The terms of these representatives shall terminate at the close of the administrative year, July 31, except where the terms are otherwise specified in the regulations of the body to which they are appointed.

Such representatives shall include the following: Board of Trustees, United Engineering Society, three members; one to be appointed each year for a term of three years beginning in January. Library Board, United Engineering Society, four members, and the National Secretary, ex-officio, one to be appointed each year for a term of four years beginning in January; Engineering Foundation Board, two members to be nominated by the INSTITUTE, for election by the Board of Trustees of the United Engineering Society, for a term of three years beginning in February; American Engineering Council, representatives

upon this body, the number and terms to be governed by the regulations of the Council; Representatives upon the Board of Award of the John Fritz Medal, as provided elsewhere in these By-laws; U. S. National Committee of International Electro-technical Commission, the number and terms of the INSTITUTE representatives to be governed by the regulations of the U. S. National Committee.

#### JOHN FRITZ MEDAL.

SEC. 83. The representatives of the INSTITUTE on the Board of Award of the John Fritz Medal, shall be the President of the INSTITUTE, and his three immediate predecessors in office. Each year the president, on the third Friday in October, shall become a representative of the Institute on the Board of Award of the John Fritz Medal, and the functions of the senior past president of the Institute upon this Board shall then cease and determine. In the event of the death or permanent disability of any of the representatives of the INSTITUTE on the Board of Award of the John Fritz Medal, the Board of Directors shall be empowered to select his successor from among the surviving past-presidents of the INSTITUTE, and such successor shall hold office for the term of the representatives in whose place he is appointed.

#### PAPERS AND DISCUSSIONS.

SEC. 84. The manuscripts of any papers to be presented at the INSTITUTE meetings or conventions must be received at INSTITUTE headquarters, for the consideration of the Meetings and Papers Committee, not less than ninety days before the date of presentation, and no paper shall be announced for presentation at any specific meeting of the INSTITUTE until after the paper has been accepted for presentation by the Meetings and Papers Committee.

The Executive Committee, however, shall have the power to waive the ninety-day requirement upon the request of the chairman of the Meetings and Papers Committee.

SEC. 85. Reprints of any paper published by the INSTITUTE not exceeding 50 copies will be furnished, without covers, free of charge for the personal use of the author if requested within 30 days after publication. Special covers will be charged for at cost.

For reprints in excess of 50 copies or when ordered later than specified above, a charge will be made.

SEC. 86. The Meetings and Papers Committee shall accept no paper from a non-member for presentation at a regular technical session unless directly authorized to do so by the Board of Directors. In case a paper is written by two or more authors, it may be accepted by the Meetings and Papers Committee without further authorization provided at least one of the authors is a member of the INSTITUTE.

Special addresses announced as such and not as regular technical papers may be accepted from non-members, and for these authorization of the Board of Directors is not required.

SEC. 87. The President may invite any non-member to discuss any paper presented at a meeting of the INSTITUTE, and the chairman of any Section may invite any non-member to discuss any paper presented at the Section of which he is chairman.

SEC. 88. A paper or discussion, after being edited and revised for publication, under the direction of the Meetings and Papers or the Publication Committee, shall be returned to the author to obtain his consent to publication as revised. In case the author shall not consent to publication in the form suggested by the said committee, and a revision acceptable to both the committee and the author cannot be arranged, the paper or discussion shall not be presented or published.

SEC. 89. No paper, or written contribution to a discussion, shall be given to the press for publication in advance of its presentation except by authority of the Board of Directors.

SEC. 90. No person shall receive monetary compensation from the reprinting of any paper or discussion presented before the INSTITUTE or before any Section or Branch without previous authorization from the Board of Directors.

#### PUBLICATIONS.

SEC. 91. The regular publications of the INSTITUTE shall include JOURNAL, to be published monthly, and TRANSACTIONS, to be published quarterly, semi-annually or annually.

SEC. 92. The JOURNAL may have two principal divisions:

1. For current matter and INSTITUTE news;
2. For technical papers, discussions and other matter of an engineering character.

SEC. 93. The TRANSACTIONS shall contain such papers, discussions and other engineering matter as may be approved for publication in the TRANSACTIONS by the Publication Committee.

SEC. 94. From the annual dues paid by each member, five dollars (\$5.00) shall be deducted and applied as a subscription to the JOURNAL for the year covered by such payment.

SEC. 95. The National Secretary is authorized to receive annual subscriptions to the monthly JOURNAL at the rate of \$10.00 per annum with an extra postage charge sufficient to cover the mailing cost to all countries to which the bulk rate of postage does not apply. A discount of fifty per cent from the subscription price of \$10.00 will be allowed to college and public libraries upon direct subscription to INSTITUTE headquarters; publishers and subscription agencies may be allowed a discount of twenty per cent.

SEC. 96. Volumes of the TRANSACTIONS may be sold to non-members at \$10.00 per year, a discount of fifty per cent to be allowed to college and public libraries upon direct subscription to INSTITUTE headquarters; publishers and dealers may be allowed a discount of twenty per cent. Back volumes of the TRANSACTIONS shall also be sold to non-members at the same prices, or such lower prices as may be authorized by the Board of Directors.

Members of the INSTITUTE shall be allowed a discount of fifty per cent from the non-member price for TRANSACTIONS published prior to 1921; commencing with the 1921 TRANSACTIONS the charge to members shall be in accordance with the member's subscription prices announced by the Board of Directors.

SEC. 97. A member shall be entitled to receive single copies of the monthly JOURNAL issued during the period covered by his payment of dues. TRANSACTIONS shall be furnished to members who subscribe on such terms as may be decided upon from time to time by the Board of Directors.

SEC. 98. An alphabetical and geographical list of members shall be published annually. The grade of each member shall be indicated in either list, or both, by a difference in type or otherwise, at the National Secretary's discretion. This list, usually in the form of a Year Book, shall be sent to any member, without charge, upon receipt of request.

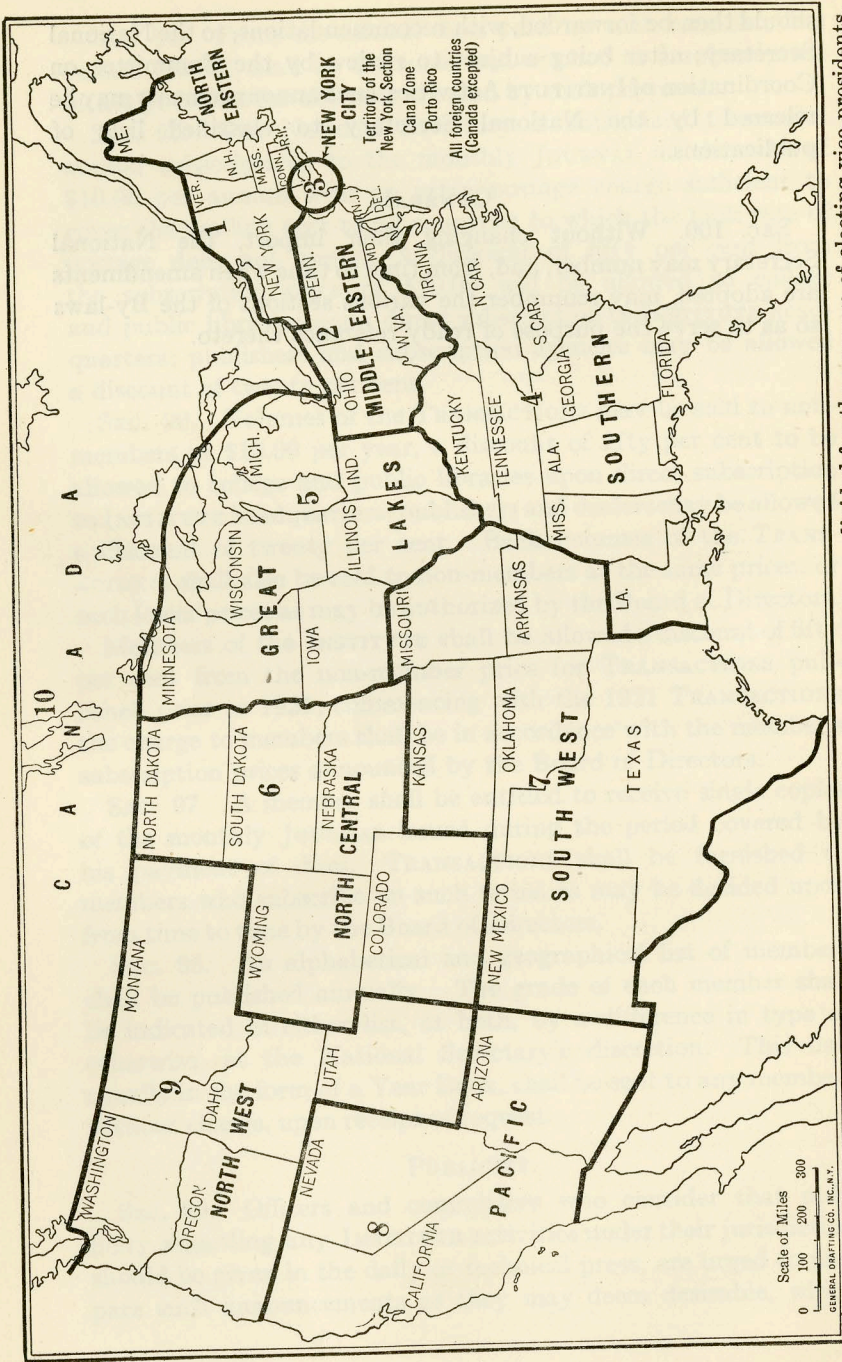
#### PUBLICITY.

SEC. 99. Officers and committees who consider that publicity regarding any INSTITUTE activities under their jurisdiction should be given in the daily or technical press, are urged to prepare such announcements as they may deem desirable, which

should then be forwarded, with recommendations, to the National Secretary; after being subject to review by the Committee on Coordination of INSTITUTE Activities, such announcements may be released by the National Secretary to classified lists of publications.

#### GENERAL.

SEC. 100. Without changing their import, the National 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.



Geographical districts into which the membership of A. I. E. E. has been divided for the purpose of electing vice-presidents.

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