

## 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.