

AMERICAN
INSTITUTE *of*
ELECTRICAL
ENGINEERS



SECTION ACTIVITIES

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Headquarters
33 WEST THIRTY-NINTH STREET
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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

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