

# BY-LAWS

of the

## American Institute of Electrical Engineers

[Incorporated March 16, 1896]

[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, December 16, 1927, April 6, 1928, December 7, 1928, August 6, 1929, January 29, 1930, August 5, 1930, January 28, 1931, October 23, 1931, December 4, 1931, January 27, 1932, June 22, 1932, May 22, 1933, June 28, 1933, August 8, 1933, October 20, 1933, January 22, 1934, May 25, 1934, May 20, 1935, October 22, 1935, January 27, 1936, August 3, 1937, October 28, 1937, May 26, 1938, August 2, 1938, October 25, 1938, January 24, 1939, May 26, 1939, May 24, 1940, January 30, 1941, October 24, 1941, and October 23, 1942.]

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.	Member, Mem. A.I.E.E.
Fellow, Fel. 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 ELECTRICAL ENGINEERING (JOURNAL of A.I.E.E.) 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 ELECTRICAL ENGINEERING 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 ELECTRICAL ENGINEERING (JOURNAL of A.I.E.E.), 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 to the higher grade of Member 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 after review of his professional record by the Board of Examiners and approval by the Board of Directors. He shall not be required to pay another entrance fee and shall renew his membership privileges upon payment of the dues for the current fiscal year in which he is reelected.

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 all indebtedness to the Institute for which he was in arrears, be reelected after review of his professional record by the Board of Examiners and approval by the Board of Directors. He shall not be required to pay another entrance fee and shall renew his membership privileges upon payment of the dues for the current fiscal year in which he is reelected.

If the applicant so desires, he may be reinstated, retaining his original date of election or transfer, by payment of all the 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. 14. Any resignations received by the National Secretary not later than June first of any year (September first in the case of members residing outside of the United States, Canada, and Mexico), may, at his discretion, be considered as having been received as of May first preceding. A resignation received after June first (or September first for non-resident members) shall involve payment of dues for that portion of the fiscal year ending with, and including, that quarter in which the resignation is received.

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 first, the beginning of each fiscal year.

SEC. 18. A bill for annual dues shall be mailed to each member on or about May first. On August first, November first, and February first, notices shall be sent to those remaining in arrears, the February first notice to be accompanied by a copy of this section of the By-laws. Any member remaining in arrears on May first 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 first 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.

SEC. 20. On May first of each year the National Secretary shall notify each member who has paid dues for thirty-five (35) years or who shall have reached the age of seventy (70) after having paid dues for thirty (30) years, that he is eligible for exemption from future annual dues and that his name has been enrolled upon the records as a "Member for Life." This notice shall accompany the usual bill of membership dues rendered at the beginning of the fiscal year, and such bills shall continue to be issued until the member concerned has indicated his acceptance of exemption from the further payment of dues.

### LIFE MEMBERSHIP

SEC. 21. The amount of the single payment to be made by a member in lieu of future annual dues is to be determined from 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 first 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 accompanying 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. 22. 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 December fifteenth 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 December fifteenth, 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 December fifteenth 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 first and December fifteenth 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 January thirty-first. 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 con-

### Life Membership Rates

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

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

\* Deductions for Associates during first 6 years of Associate membership, based on dues of \$10 for first 6 years and \$15 thereafter, are shown in the following table:

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



sidered by the National Nominating Committee must be received by the secretary of the committee by December fifteenth. The nominations as made by the National Nominating Committee shall be published in the March issue of ELECTRICAL ENGINEERING (Journal of A.I.E.E.), or otherwise mailed to the Institute membership not later than the first week in March.

SEC. 23. 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 March twenty-fifth 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 April 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. 24. 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. 25. 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.

ANNUAL MEETING

SEC. 26. The Annual Meeting of the INSTITUTE shall be held during the Annual Summer Convention, the date and place to be determined each year by resolution of the Board of Directors, approved by not less than a majority of the total membership of the said Board.

INSTITUTE MEETINGS

SEC. 27. 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. 28. 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 Technical Program Committee. The programs for the professional sessions are under the jurisdiction of the Technical Program Committee. The number of professional sessions and the assignment of definite periods of time for these sessions should be decided after conference with the Technical Program 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. 29. 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. 30. There shall be ten geographical Districts grouped as follows:

- |                   |                       |                          |
|-------------------|-----------------------|--------------------------|
| 1. NORTH EASTERN  | New Hampshire         | Rhode Island             |
|                   | Connecticut           | Connecticut              |
|                   | Maine                 | Vermont                  |
|                   | Massachusetts         | N. Y. Section territory) |
| 2. MIDDLE EASTERN | New Jersey (exclusive | Ohio                     |
|                   | District of Columbia  | Pennsylvania             |
|                   | Maryland              | West Virginia            |
| 3. NEW YORK CITY  | Canal Zone            | All foreign countries    |
|                   | Territory of the New  | Porto Rico               |
|                   | York Section          | (Canada excepted)        |
| 4. SOUTHERN       | Louisiana             | South Carolina           |
|                   | Alabama               | Mississippi              |
|                   | Florida               | Tennessee                |
|                   | Georgia               | North Carolina           |
|                   | Kentucky              | Virginia                 |

\* See map on page 264.

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|------------------|--------------|--------------|
| 5. GREAT LAKES   | Iowa         | Minnesota    |
|                  | Illinois     | Wisconsin    |
|                  | Indiana      |              |
| 6. NORTH CENTRAL | North Dakota | Wyoming      |
|                  | Colorado     |              |
|                  | Nebraska     | South Dakota |
| 7. SOUTH WEST    | Missouri     | Oklahoma     |
|                  | Arkansas     | Texas        |
|                  | Kansas       |              |
| 8. PACIFIC       | Nevada       | Philippines  |
|                  | Arizona      |              |
|                  | California   | Hawaii       |
| 9. NORTH WEST    | Oregon       | Washington   |
|                  | Idaho        | Alaska       |
|                  | Montana      |              |
| 10. CANADA       | Utah         |              |

SEC. 31. 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. 32. To facilitate cooperation among the Sections there shall be an executive committee in each geographical District, including in its membership the Vice-President representing the District on the Board of Directors as chairman, a District Secretary to be appointed by the Vice-President as secretary, the vice-chairman of the national Membership Committee, who may be a member of the District executive committee in another capacity also, and the chairmen and secretaries of the Sections within the District; also, in order to encourage cooperation between Sections and Branches, the chairman of the District committee on student activities.

SEC. 33. 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 Technical Program 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. 34. To facilitate cooperation among the Student Branches there shall be a committee on student activities in each geographical District having three or more Branches, 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.

DISTRICT MEETINGS

SEC. 35. District 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 District meeting, and approval by the Board of Directors, the responsibility for the meeting shall rest with a District 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 entertainment features, and, subject to Section 95 of the By-laws, the selection of papers. Papers for a District meeting may be obtained from the District membership by the District meeting committee, and if papers are desired from outside the District they shall be obtained by cooperation with the national Technical Program Committee. All papers included in the program shall be considered for publication upon the same basis as papers for national meetings. The financing of District 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. 36. 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. 37. In the initial Section organization only petitioners shall have the right to vote.

SEC. 38. A Section shall be known as: the (name of place) Section of the AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS.

SEC. 39. 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. 40. 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. 41. Unless otherwise authorized by the Board of Directors and approved by the Sections and Finance Committees, the territory of a Section shall be defined as follows: A Section shall include those counties lying wholly or partly within a circle having its center at the headquarters of the Section and a radius of 50 miles. With the additional approval of the Vice-President of the District involved, other unassigned counties, to be known as auxiliary Section territory, may be assigned to a Section. If, for the purpose of establishing a new Section, or for any other reason, it becomes desirable to reassign counties in auxiliary Section territory, this may be done without the approval of the Section to which such auxiliary territory is assigned, provided the change meets with the approval of the Sections Committee and the Vice-President of the District. All other questions with regard to overlapping of Section territories shall, if possible, be decided by agreement by the Sections concerned, otherwise by the Sections Committee. Both ordinary and auxiliary Section territories shall be defined by county line boundaries.

SEC. 42. 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. 43. 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. The By-laws of the Section shall determine whether or not these officers shall be eligible for reelection.

SEC. 44. 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. 45. Speakers at Section and Branch meetings may present informal talks with or without notes or may present formal papers in full or in abstract from prepared manuscripts. Only the latter are designated as *papers* in these By-laws.

Section officers should endeavor to include a number of formal papers in each year's program, so that, through publication in ELECTRICAL ENGINEERING, a substantial number of high quality Section papers may be made available to the whole membership.

SEC. 46. Section and Branch officers shall be responsible to the Institute for all Section and Branch papers and any recorded discussion of them.

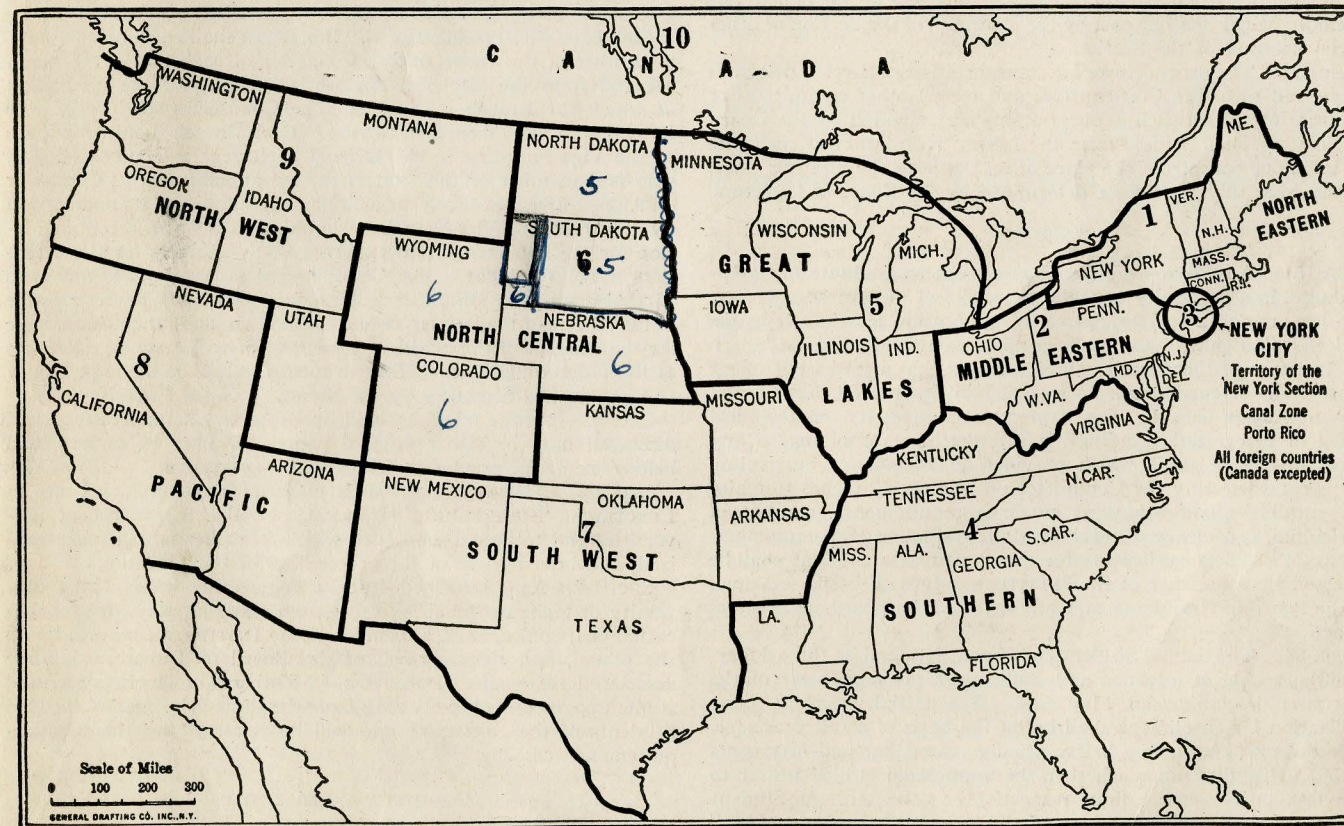
Such papers shall not be released for publication in advance of presentation and except as a news item, the name of the Institute shall not be used in connection with their publication unless authorized by the Publication Committee.

Section and Branch officers should make a reasonable effort to obtain the manuscripts of papers at the time of presentation, and these should be forwarded promptly to the National Secretary, with such recommendations as the Section and Branch officers wish to make with reference to publication.

SEC. 47. Except as a news item, the name of the Institute shall not be used in connection with the publication, elsewhere than in ELECTRICAL ENGINEERING, of subject matter presented as an informal talk before a Section or Branch meeting.

Where publication in TRANSACTIONS of Section or Branch papers by non-members of the Institute is involved, approvals shall be obtained in accordance with Section 95 of the By-laws.

SEC. 48. 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:



Geographical Districts into which the membership of A.I.E.E. has been divided for the purpose of electing Vice-Presidents



(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 first, 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, when these funds have been expended, 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 at the expiration of the appropriation year.

## SECTION DELEGATES

SEC. 49. 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. 50. The expenditures for transportation of Section delegates as referred to in the Constitution, and for all other committees or activities for which such appropriations are provided by the Board of Directors, shall be paid from the INSTITUTE treasury at such rate per mile, one way, from the place of residence to the meeting place, as may from time to time be determined by the Board of Directors.

## STUDENTS

SEC. 51. Any person registered as a student, graduate or undergraduate, in a university or technical school of recognized standing, who is pursuing a regular course in preparation for the profession of electrical engineering, may be enrolled as a Student of the American Institute of Electrical Engineers, except that a graduate student whose term of enrollment, as specified in Section 53, has expired may not again enroll. The expression "university or technical school of recognized standing" is interpreted as applying to any school of college grade which provides an engineering curriculum and is considered by the Committee on Student Branches to maintain suitable qualifications in entrance requirements, content of curriculum, proficiency of teaching staff, and laboratory equipment.

SEC. 52. Each application for enrollment 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. 53. The annual Student enrollment fee shall be three dollars (\$3.00) payable in advance and shall cover the fiscal year of the INSTITUTE beginning on May first. The initial payment upon application for enrollment shall be on the basis of a full year's fee, three dollars (\$3.00), or a half year's fee, one dollar and fifty cents (\$1.50), depending upon whether the application is filed nearer to May first or November first, respectively. The term of Student enrollment shall not extend beyond the end of the fiscal year (April 30) in which student status ceases, except in those cases where the fiscal year ends within six months after graduation; in those cases

Student enrollment may be continued for one additional year. For those students who are not devoting their entire time or a major part of their time to studies, the term of enrollment shall not extend over a period of more than five consecutive years.

SEC. 54. The annual fee of three dollars (\$3.00) paid by each Student shall be applied as a subscription to ELECTRICAL ENGINEERING (JOURNAL of A.I.E.E.) for the year covered by such payment.

SEC. 55. Students enrolled under the provisions of these By-laws shall each be entitled to receive ELECTRICAL ENGINEERING. They will be permitted to purchase the current TRANSACTIONS at \$3.50 per year during the period of their enrollment. These privileges may be withdrawn at any time by the Board of Directors.

SEC. 56. A Student changing his mailing address without notifying the National Secretary shall be entitled to available duplicate copies of ELECTRICAL ENGINEERING upon payment of twenty-five cents each.

SEC. 57. A Student must apply for admission to the Associate grade before the first of March of the fiscal year in which his Student enrollment ceases in order to be relieved of the payment of the entrance fee as provided for in the Constitution.

## STUDENT BRANCHES

SEC. 59. Any member of the INSTITUTE who is a member of the electrical engineering faculty of a university or technical school of recognized standing may, upon the approval of the Board of Directors, organize a Student Branch under the designation (name of institution) Branch of the American Institute of Electrical Engineers.

The Branch activities in a school of recognized standing offering a curriculum in electrical engineering for evening students may, upon the approval of the Committee on Student Branches, be conducted in two divisions to be known as "day" and "evening" divisions, each having officers chosen entirely from the corresponding group of students.

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

SEC. 60. 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. 61. 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. Each Branch should nominate to the Vice-President in the District each year a faculty member, who is a member of the INSTITUTE, for appointment as Counselor on August first, but if any Branch has not submitted its nomination by July first, the Vice-President should send his own recommendation for the appointment to INSTITUTE headquarters for the attention of the President. The Counselors 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. 62. 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. 63. The INSTITUTE shall publish, from time to time, in ELECTRICAL ENGINEERING (JOURNAL of A.I.E.E.), a list of universities and technical schools in which Branches have been organized, and brief notices of the proceedings of their meetings.

SEC. 64. 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. 65. 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

Technical Program Committee  
Publication Committee  
Committee on Planning and Coördination  
Sections Committee  
Committee on Constitution and By-laws  
Headquarters Committee  
Membership Committee  
Standards Committee  
Edison Medal Committee  
Lamme Medal Committee  
Charles LeGeyt Fortescue Fellowship Committee  
Committee on Award of Institute Prizes  
Committee on Safety  
Committee on Code of Principles of Professional Conduct  
Committee on Student Branches  
Committee on Research

## Technical Committees

Committee on Air Transportation  
Committee on Automatic Stations  
Committee on Basic Sciences  
Committee on Communication  
Committee on Domestic and Commercial Applications  
Committee on Education  
Committee on Electrical Machinery  
Committee on Electric Welding  
Committee on Electrochemistry and Electrometallurgy  
Committee on Industrial Power Applications  
Committee on Instruments and Measurements  
Committee on Land Transportation  
Committee on Production and Application of Light  
Committee on Marine Transportation  
Committee on Power Generation  
Committee on Power Transmission and Distribution  
Committee on Protective Devices  
Committee on Applications of Electricity to Therapeutics

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 additional members to any committee.

At the close of the fiscal year, each committee shall send to the National Secretary a report of its activities.

SEC. 66. 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 first. 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. 67. 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. 68. The Technical Program Committee shall consist of nine appointed members, and the chairman of each technical committee, the chairman of the Committee on Planning and Coördination and the chairman of the Committee on Safety, *ex-officio*.

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 committees 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 District meeting committees in obtaining papers for presentation at District meetings.

SEC. 69. The Publication Committee shall consist of four appointed members and the National Secretary, *ex-officio*.

This committee shall have supervision of the monthly journal ELECTRICAL ENGINEERING, 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. 70. The Committee on Planning and Coördination shall consist of the chairman of the Constitution and By-laws, Finance, Publication, Sections, Standards, and Technical Program Committees, the National Secretary, the chairman who shall be appointed by the President from among the members of the Board of Directors, and such other members as the President may appoint. The committee may appoint such subcommittees, including other members of the INSTITUTE, as may be needed for specific aspects of planning.

The committee shall give continuous attention to the planning of Institute activities for the future, and submit to the Board of Directors reports and recommendations regarding any developments which, in its opinion, would more effectively meet the needs of the membership as a whole, or afford more adequate provisions for specialized types of activities deemed worthy of specific recognition by the INSTITUTE.

It shall also consider and advise on all questions arising with reference to INSTITUTE activities of all types, particularly those in which uncertainty, difference of opinion, actual conflict, or duplication may appear to exist, whether referred to it by the Board of Directors or otherwise coming to its attention.

SEC. 71. 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. 72. The Committee on Constitution and By-laws shall consist of five members and shall consider all matters relating to the Constitution and By-laws of the Institute, including the legal status in connection therewith, 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 and may consult legal and technical counsel with reference to any question before it.

SEC. 74. 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. 75. The Membership Committee shall consist of one vice-chairman from each geographical District and a suitable number of 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, through such measures as it may consider advisable to interest prospective members who have the standing and qualifications specified for the various grades of membership. Under the general direction of the chairman, the vice-chairman may enlist the cooperation of the Sections and Branches within his District in such work. The committee shall have such other duties as may be delegated to it by the Board of Directors.

SEC. 76. 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. 77. 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. 78. The Lamme Medal Committee shall consist of nine members appointed by the President from the membership of the INSTITUTE, with the appointments confirmed by the Board of Directors, three to be appointed each year and to serve a term of three years from August first of the year in which they are appointed.

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

SEC. 79. The Charles LeGeyt Fortescue Fellowship Committee shall consist of six members appointed by the President, with the appointments confirmed by the Board of Directors. The committee shall award each year to a student of electrical engineering, who shall have received a baccalaureate degree from a duly recognized technical school in the United States or Canada, a fellowship for post-graduate work in some special field of electrical engineering, in accordance with the regulations prescribed in the By-laws of the Committee as approved by the Board of Directors.

SEC. 80. The Committee on Award of INSTITUTE Prizes shall consist of the chairman of the Technical Program Committee acting as chairman, and the chairmen of the Publication Committee, the Research Committee, the Technical Program 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. 81. The Committee on Safety shall consist of 15 members, and shall consider and investigate matters relating to the protection of persons and property against hazard due to or resultant upon the presence of electricity or the use of electrical apparatus, material, and appliances, and shall report to the Board of Directors such recommendations thereon as it shall deem desirable for action by the Institute. To this end it shall encourage and coordinate safety considerations by other Institute committees in their respective fields, and with the approval of the Board of Directors, may arrange for cooperative relations with other bodies in the consideration of electrical hazard.

SEC. 82. 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. 83. The Committee on Student Branches shall consist of five appointed 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. 84. The Committee on Research shall stimulate research of interest to the INSTITUTE; shall act on behalf of the INSTITUTE, as authorized specifically by the Board of Directors, to initiate and direct research investigations; shall cooperate, on behalf of the INSTITUTE, with departments of national and state governments in the consideration of research investigations; shall submit to the Board of Directors reports and recommendations concerning re-

search investigations for which financial support from the Institute is sought; shall assist university staffs in selecting research projects for graduate students; and shall assist the Technical Program Committee, as requested, in the preparation of meetings for the discussion of problems in the field of research.

SEC. 85. 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 Technical Program 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, from time to time, as determined in cooperation with the Technical Program Committee, present at a national meeting of the Institute 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 be 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 Technical Program Committee.

SEC. 86. Each technical committee shall cooperate with similar committees of other organizations so that all concerned may be kept informed of related activities. Such cooperation, however, shall not be permitted to limit the scope of INSTITUTE activities within the field of electrical engineering. No activity within the field of electrical engineering shall be relinquished for any reason if such activity is desirable in order that the INSTITUTE may completely serve all of its members. In case of doubt as to the proper scope of INSTITUTE activities, a ruling should be secured from the Board of Directors.

SEC. 87. 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. 88. 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. 89. 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. 90. 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. 91. 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.

#### JOHN FRITZ MEDAL

SEC. 92. 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 October first, 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 on 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 representative in whose place he is appointed.

#### PAPERS AND DISCUSSIONS

SEC. 93. The manuscript of any paper to be presented at a national meeting or convention of the Institute must be received at Institute headquarters for the consideration of the Technical Program Committee not less than sixty days before the date of presentation. With a view to setting up a schedule for the orderly conduct of the work, the Technical Program Committee may specify such additional periods as may be necessary. The Executive Committee shall have the power to waive the sixty-day requirement upon request of the chairman of the Technical Program Committee.

No paper shall be announced for presentation at any national meeting or convention until after the paper has been accepted for presentation by the Technical Program Committee.

SEC. 94. To authors of its technical papers the Institute will furnish without charge 10 copies of the issue of ELECTRICAL ENGINEERING containing the paper or papers in question, if requested within 30 days after publication. Where there are two or more authors, 5 copies will be furnished to each. Additional copies will be furnished at the special authors' price of 25¢ per copy post paid, provided the order is placed in advance and 5 or more copies are shipped to one address at one time.

Reprints of any paper published by the Institute will be furnished at nominal cost provided orders are placed in advance of publication, and for quantities of 100 or more. The editorial department will quote prices upon application.

SEC. 95. All committees responsible for the preparation of technical programs shall so direct their activities that all authors of technical papers will be members of the Institute in so far as this is consistent with keeping the membership fully informed as to developments in the electrical arts and sciences and in closely allied fields. It is recognized that there may from time to time be situations in which non-member authors or co-authors are desirable in order to obtain an authoritative presentation of the subject matter, particularly in fields foreign but closely allied to the electrical arts and sciences. In such cases, papers by non-members may be accepted under regulations approved by the Board of Directors.

SEC. 96. 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. 97. A paper or discussion, after being edited and revised for publication, under the direction of the Technical Program 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. 98. No paper or address approved by the Technical Program Committee for presentation at a national convention or District meeting, or any written contribution to a discussion thereon, shall be released for publication in advance of presentation except by authority of the Board of Directors.

An informal address or technical paper not approved by the Technical Program Committee for presentation, but included in the program of a District meeting, shall not be released for publication in advance of presentation. The name of the Institute shall not be used in connection with the publication of the subject matter of such an address or paper except in ELECTRICAL ENGINEERING, or in news items elsewhere, unless authorized by the Publication Committee.

SEC. 99. 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. 100. The regular publications of the INSTITUTE shall include ELECTRICAL ENGINEERING, to be published monthly, and the TRANSACTIONS, to be published quarterly, semi-annually, or annually.

SEC. 101. ELECTRICAL ENGINEERING 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. 102. 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. 103. From the annual dues paid by each member, six dollars (\$6.00) shall be deducted and applied as a subscription to ELECTRICAL ENGINEERING for the year covered by such payment.

SEC. 104. The National Secretary is authorized to receive from non-members annual subscriptions to ELECTRICAL ENGINEERING at the rate of \$12.00 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 twenty-five per cent from the subscription price of \$12.00 will be allowed to college and public libraries upon advance subscription sent directly to INSTITUTE headquarters; publishers and subscription agencies may be allowed a discount of fifteen per cent. Single copies may be obtained when available at \$1.50 each.

SEC. 105. The TRANSACTIONS shall be available to members and to non-member subscribers to ELECTRICAL ENGINEERING upon advance subscription at prices fixed by the Publication Committee, but not to exceed \$5.00 per year. The National Secretary is authorized to receive from non-members advance subscriptions to the TRANSACTIONS at an annual rate of \$12.00 plus extra foreign postage. Discounts from this price may be allowed to college and public reference libraries (25%) and to publishers and subscription agencies (15%).

Back volumes of TRANSACTIONS as available may be sold to members and non-members at such prices as may be authorized from time to time by the Board of Directors, and which may be secured upon application to INSTITUTE headquarters.

SEC. 106. A member shall be entitled to receive single copies of ELECTRICAL ENGINEERING 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. 107. An alphabetical and geographical list of members shall be published annually, or at such longer intervals as may be designated by the Board of Directors. 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.

#### GENERAL

SEC. 108. 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 Planning and Coordination, such announcements may be released by the National Secretary to classified lists of publications.

SEC. 109. 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.

## Resolutions

NOTE: The Board of Directors adopted the following resolution on April 9, 1913:

*Resolved*, that all resolutions controlling or continuing any general action of committees or of the Board of Directors be printed at the end of the Institute By-laws. In accordance with this action the following resolutions are here printed.

#### RULING REGARDING ERRORS IN VOTING FOR INSTITUTE OFFICERS (Adopted March 10, 1911)

*Resolved*, that the Tellers Committee be notified of the ruling of the Board of Directors on the following point; i. e., where an error is made on the part of the voter in designating his choice for any



particular office, the error does not invalidate his vote for all other officers on the election ballot, but will only invalidate his vote so far as the specific office is concerned in which the error occurred.

RECIPROCAL RELATIONS WITH OTHER SOCIETIES  
(Adopted April 5, 1912)

*Resolved*, that the Board of Directors approves the principle of intimate reciprocal relations with coordinate electrotechnical societies; and to that end suggests to future presidents the desirability of appointing upon the several electrotechnical committees some members, who, while being members of the American Institute of Electrical Engineers, are also active members of corresponding committees of the respective coordinate societies.

COÖPERATION BETWEEN STANDARDS COMMITTEES  
(Adopted April 9, 1913)

*Resolved*, that it is the sense of this Board that cooperation between the Standards Committee of the Institute and the Standards Committees of other national societies dealing with units and standards appertaining to or applicable in electrical engineering or in the allied arts and sciences, is desirable, and it suggests that the Standards Committee shall take no action on any subject matter outside of the field of electrical or magnetic standardization and within the field of the Standards Committee of another national society, before coming to an agreement with the Standards Committee of that society, provided that a reciprocal courtesy is extended by such Standards Committee of such society.

CORRELATION OF COMMITTEE WORK  
(Adopted August 8, 1913)

*Resolved*, that the principal technical and scientific committees of the Institute be authorized to form subcommittees and that the chairman of any subcommittee may, with the consent of the chairman of his committee, invite the chairman of any other technical or scientific committee or subcommittee to appoint delegate members to take part in the work of his subcommittee, and the chairman of any subcommittee may also apply for representation through delegates upon other technical or scientific committees.

INHIBITION ON EXPRESSION OF VIEWS ON NON-ENGINEERING TOPICS  
(Adopted February 18, 1920)

*Whereas*, many requests are received by the officers of the Institute and its Sections and Branches for support of candidates for political office and for various movements in activities outside of the field of engineering,

*Resolved*, that the attention of the membership be called to the undesirability of the Institute's expressing views purporting to represent the collective will of the national or any local organization in matters outside of the scope of engineering and upon which the membership may hold conflicting opinions.

SUMMER CONVENTION POLICY  
(Adopted November 12, 1920)

*Resolved*, that the Board hereby confirms its action of last spring to the effect that the social features of the Summer Convention benefit and strengthen the technical interests of the Institute and the engineering profession, and reaffirms as a policy of the Institute that the principal meeting of the year for the presentation of technical papers shall be the Winter Convention, and that the program of the Summer Convention in June shall include only a limited number of technical papers, to be presented in not exceeding four sessions, with ample time for discussion; thus allowing time for excursions and other social features which may be arranged by the convention committee.

TECHNICAL ACTIVITIES IN SECTIONS  
(Adopted May 25, 1936)

*Resolved*, that the Sections be encouraged by all officers of the Institute and by the Technical Program Committee and the national technical committees in particular to take a greater part in the technical activities of the Institute through such proper channels as they may select, examples being the formation of Section technical committees, the holding of specialized technical group meetings, the sponsoring of specific technical courses, and similar arrangements which have been used successfully or may be worked out in the future.

DISCUSSIONS OF SOCIAL AND ECONOMIC QUESTIONS  
(Recommendations Approved by Board of Directors May 26, 1939)

(a) That the present general policy with respect to this matter be continued (considering the Institute as primarily a technical organization; expansion of discussions into social and economic fields should be on a very conservative basis);

(b) That, in discussing with the Sections their local affairs, it be pointed out that their meetings are informal and that, therefore, there is no requirement for any restriction in the discussions of these subjects; and

(c) That the forum of the Institute and its publications should be open to comment on public questions involving engineering, particularly large-scale engineering enterprises of government, provided that such comment is limited strictly to engineering and associated facts.

# Code of Principles of Professional Conduct of the American Institute of Electrical Engineers

Adopted by the Board of Directors, March 8, 1912

- A. General Principles.
- B. The Engineer's Relations to Client or Employer.
- C. Ownership of Engineering Records and Data.
- D. The Engineer's Relations to the Public.
- E. The Engineer's Relations to the Engineering Fraternity.
- F. Amendments.

While the following principles express, generally, the engineer's relations to client, employer, the public, and the engineering fraternity, it is not presumed that they define all of the engineer's duties and obligations.

A. GENERAL PRINCIPLES

1. In all of his relations the engineer should be guided by the highest principles of honor.
2. It is the duty of the engineer to satisfy himself to the best of his ability that the enterprises with which he becomes identified are of legitimate character. If after becoming associated with an enterprise he finds it to be of questionable character, he should sever his connection with it as soon as practicable.

B. THE ENGINEER'S RELATIONS TO CLIENT OR EMPLOYER

3. The engineer should consider the protection of a client's or employer's interests his first professional obligation, and therefore should avoid every act contrary to this duty. If any other considerations, such as professional obligations or restrictions, interfere with his meeting the legitimate expectation of a client or employer, the engineer should inform him of the situation.
4. An engineer cannot honorably accept compensation, financial or otherwise, from more than one interested party, without the consent of all parties. The engineer, whether consulting, designing, installing, or operating, must not accept commissions, directly or indirectly, from parties dealing with his client or employer.
5. An engineer called upon to decide on the use of inventions, apparatus, or anything in which he has a financial interest, should make his status in the matter clearly understood before engagement.
6. An engineer in independent practise may be employed by more than one party, when the interests of the several parties do not conflict; and it should be understood that he is not expected to devote his entire time to the work of one, but is free to carry out other engagements. A consulting engineer permanently retained by a party, should notify others of this affiliation before entering into relations with them, if in his opinion, the interests might conflict.
7. An engineer should consider it his duty to make every effort to remedy dangerous defects in apparatus or structures or dangerous conditions of operation, and should bring these to the attention of his client or employer.

C. OWNERSHIP OF ENGINEERING RECORDS AND DATA

8. It is desirable that an engineer undertaking for others work in connection with which he may make improvements, inventions, plans, designs, or other records, should enter into an agreement regarding their ownership.
9. If an engineer uses information which is not common knowledge or public property, but which he obtains from a client or employer, the results in the form of plans, designs, or other records, should not be regarded as his property, but the property of his client or employer.
10. If an engineer uses only his own knowledge, or information which by prior publication, or otherwise, is public property and obtains no engineering data from a client or employer, except performance specifications or routine information, then in the absence of an agreement to the contrary the results in the form of inventions, plans, designs, or other records, should be regarded as the property of the engineer, and the client or employer should be entitled to their use only in the case for which the engineer was retained.
11. All work and results accomplished by the engineer in the form of inventions, plans, designs, or other records, that are outside of the field of engineering for which a client or employer has retained

him, should be regarded as the engineer's property unless there is an agreement to the contrary.

12. When an engineer or manufacturer builds apparatus from designs supplied to him by a customer, the designs remain the property of the customer and should not be duplicated by the engineer or manufacturer for others without express permission. When the engineer or manufacturer and a customer jointly work out designs and plans or develop inventions, a clear understanding should be reached before the beginning of the work regarding the respective rights of ownership in any inventions, designs, or matters of similar character, that may result.

13. Any engineering data or information which an engineer obtains from his client or employer, or which he creates as a result of such information, may be considered confidential by the engineer; and while he is justified in using such data or information in his own practise as forming part of his professional experience, its publication without express permission is improper.

14. Designs, data, records, and notes made by an employee and referring exclusively to his employer's work, should be regarded as his employer's property.

15. A customer, in buying apparatus, does not acquire any right in its design but only the use of the apparatus purchased. A client does not acquire any right to the plans made by a consulting engineer except for the specific case for which they were made.

D. THE ENGINEER'S RELATIONS TO THE PUBLIC

16. The engineer should endeavor to assist the public to a fair and correct general understanding of engineering matters, to extend the general knowledge of engineering, and to discourage the appearance of untrue, unfair, or exaggerated statements on engineering subjects in the press or elsewhere, especially if these statements may lead to, or are made for the purpose of, inducing the public to participate in unworthy enterprises.
17. Technical discussions and criticisms of engineering subjects should not be conducted in the public press, but before engineering societies, or in the technical press.
18. It is desirable that first publication concerning inventions or other engineering advances should not be made through the public press, but before engineering societies or through technical publications.
19. It is unprofessional to give an opinion on a subject without being fully informed as to all the facts relating thereto and as to the purposes for which the information is asked. The opinion should contain a full statement of the conditions under which it applies.

E. THE ENGINEER'S RELATIONS TO THE ENGINEERING FRATERNITY

20. The engineer should take an interest in and assist his fellow engineers by exchange of general information and experience, by instruction and similar aid, through the engineering societies or by other means. He should endeavor to protect all reputable engineers from misrepresentation.
21. The engineer should take care that credit for engineering work is attributed to those who, so far as his knowledge of the matter goes, are the real authors of such work.
22. An engineer in responsible charge of work should not permit non-technical persons to overrule his engineering judgments on purely engineering grounds.

F. AMENDMENTS

Additions to, or modifications in, this code may be made by the Board of Directors under the procedure applying to a by-law.

HISTORY OF THE CODE

At the Milwaukee convention in May 1906, Dr. Schuyler Skaats Wheeler delivered his presidential address on "Engineering Honor."