

## COMMITTEE ON AWARDS

### General

The purpose of this committee is to encourage members of the Washington Section to write and present more and better technical papers in the field of Electrical Engineering. To accomplish this, the committee establishes rules for a prize paper contest, has included a fund in the current budget for prizes, and promotes the contest. A copy of the rules used in this contest is attached.

In addition to the above, the committee selects a candidate to be recommended by the Section for the Engineering Award of the Washington Academy of Sciences. This selection is usually made in the early part of December but the time may vary somewhat each year.

### Budget

An estimate of expenses expected to be incurred by this committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

Institute headquarters will donate \$100 each year for prizes in Section prize paper contest, payable directly to winners as determined by the Section. Headquarters also sends certificates to winners with prize money.

AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS  
WASHINGTON SECTION

PRIZE PAPER COMPETITION RULES

I Awards

1. Each prize consists of a sum of money and a Certificate of Award. There will be three prizes in the following amounts:

\$50	First Prize
\$30	Second Prize
\$20	Third Prize

2. Co-authors will split prize money; each will receive a Certificate.

II Persons Eligible

1. To compete for these awards requires only that the author (or one of the co-authors) be an eligible member of the Institute, a Fellow, Member, Associate Member or Affiliate.

2. Prizes will be limited to authors who are members of the Section.

III Submitting Papers

1. All papers are to be submitted to the Chairman of the Awards Committee prior to oral presentation but in any event not later than April 15.

2. The Awards Committee reserves the right to judge whether or not a paper is suitable for the prize contest. Those which are selected will be presented orally at Section meetings. The Awards Committee will judge the papers.

3. The paper must be original and must not have been previously published or presented at any AIEE meeting prior to August 1.

4. Three copies complete with illustrations are required. The papers are to be presented on letter size paper, double spaced, and using only one side. All copies will be returned to the author at the end of the contest.

#### IV Basis of Grading

1. The valuation which govern the grading of papers for the purpose of awarding best paper prizes are:

a. Analysis of subject	15 percent
b. Logical presentation	15 percent
c. Originality	15 percent
d. Unity	15 percent
e. Value in electrical engineering field	20 percent
f. Oral presentation	20 percent

#### V District and Institute Awards

1. All papers presented at a Section meeting will be considered for Institute and District awards if submitted by the author in triplicate to the Institute or District Secretary before September 15, and accompanied by a written statement as to when and where the papers were presented.

##### 2. Prizes for Institute Awards

<u>Class</u>	<u>First Prize</u>	<u>Second Prize</u>
a. Power	\$100 and Certificate	Certificate
b. Industry	\$100 and Certificate	Certificate
c. Communication	\$100 and Certificate	Certificate
d. Gnl Application	\$100 and Certificate	Certificate
d. Science and Electronics	\$100 and Certificate	Certificate

##### 3. Prizes for District Award

<u>Class</u>	<u>First Prize</u>	<u>Second Prize</u>
a. Best paper, any class	\$75 and Certificate	\$50 and Certificate

4. The basis for grading is the same as for Section competition except that the "value in electrical engineering field" is 40 percent and "oral presentation" is omitted.

## HISTORY AND RECORDS COMMITTEE

### General

The purpose of this Committee is to currently maintain (1) a history of the Section and (2) a system of files and records pertaining to the Section and its operation.

### Organization

The Committee should consist of a Chairman, Vice Chairman, and such additional members as the Chairman may appoint.

### Budget

An estimate of expenses expected to be incurred by this Committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval. Expenses incurred should be submitted in writing to him for reimbursement.

D.C. COUNCIL OF ENGINEERING AND ARCHITECTURAL SOCIETIES

DELEGATES

General

The Chairman of the Section annually appoints two delegates and two alternates to the D. C. Council subject to approval of the Executive Committee. The Council year starts and ends in May, so appointments should be made by the new Section Chairman early in his administration.

A policy was established in 1951-52 to use past Chairmen as delegates insofar as possible.

Duties of Delegates

Delegates should represent the Section at all Council Meetings and if unable to attend should call upon an alternate to represent them. Delegates should attend the first Executive Committee Meeting following a Council Meeting and report to the Executive Committee on Council activities.

"Information concerning the District of Columbia Council  
of Engineering and Architectural Societies

The Council was formed on April 17, 1936 by fourteen leading technical organizations of D. C. for the purpose of enabling "the architectural, engineering and allied technical organizations in the District of Columbia to render a more effective public service and to contribute to the advancement of these professions."

Each organization elects two delegates and two alternates to represent it on Council.

FUNCTION. It is the duty of Council to consider and report in writing to the local executive body of each member society upon

- (a) any question referred to it by a member organization.
- (b) any question that a majority of the members of Council shall vote to consider.

After making a report, the Council shall take further appropriate action upon request of a majority of member societies but in so doing shall represent only those member organizations joining in the request.

All reports issued by the Council shall include,

- A. The position taken by each member organization on the subject under discussion.
- B. A statement of the number of members in each of its member organizations.
- C. Recommendations based on the will of the majority of the member organizations.
- D. Minority reports signed by the delegates of the member organizations requesting such reports.

MEETINGS. Regular meetings are held on the 1st Friday of January, March, May, September and November. Additional meetings may be called by the chairman or by a petition signed by one delegate of each of five member organizations.

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