

BY-LAWS

OF THE

AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS

[Adopted by the Board of Directors April 22, 1904, Amended February 24, 1905, March 24, 1905, February 23, 1906, May 18, 1908, November 13, 1908, August 22, 1911, December 8, 1911, January 12, 1912, February 9, 1912, May 21, 1912, June 27, 1912, and October 11, 1912.]

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

ART. VII, SEC. 40. *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 twelve (12) members 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.

Fellows, Fel. A. I. E. E.

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

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

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

It shall be the duty of all members to call the attention of the Secretary to the improper use of INSTITUTE badges or symbols, or to claims made by non-members that they belong to the INSTITUTE. The 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. They shall refer to the required number of members of the grades specified in Article III, Section 10, of the Constitution. Each of these references shall be requested by the Secretary to fill out a prescribed confidential form, for consideration by the Board of Examiners.

SEC. 2a. 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 Secretary may call upon the applicant to furnish additional names.

SEC. 2b. 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. 3. An applicant for admission to the grade of Associate, who is not personally known to three members as specified in Article III, Section 10, of the Constitution, may refer for one or more of his references to non-members, preferably professional engineers who are members of leading American or foreign engineering societies.

SPECIAL SECTION. Any person who was a Member or Associate in good standing on May 21, 1912, may apply for transfer to the grade of Fellow or Member respectively (in accordance with the special section of Article II of the Constitution, adopted May 21, 1912) under the following conditions:

a. Applications shall be made on forms prescribed by the Board of Directors; these forms will be supplied by mail or otherwise upon application to INSTITUTE headquarters.

b. Applications must be submitted to the Secretary prior to May 1, 1913.

c. Applications shall embody a statement of the age, period of practice, and present occupation of the applicant and shall state under which one or more of clauses "a, b, c, d" of sections 4 or 5, Article II of the Constitution the application is made.

d. Applicants shall refer to the number of references specified in the special section, Article II of the Constitution, each of whom shall be invited by the Secretary to certify upon a pre-

scribed form that the applicant meets the requirements of the grade desired, as defined in Article II of the Constitution, which requirements shall be printed on the form.

e. The name of each applicant transferred by the Board of Directors in accordance with this special section shall be published in the PROCEEDINGS.

SEC. 4. The names of applicants for transfer to the grades of Member and Fellow, after being recommended for transfer by the Board of Examiners, shall be posted in the PROCEEDINGS, 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 North America, and until three months after such posting, in the case of all other applicants.

SEC. 5. Objection to the admission or transfer of any candidate to any grade, must be accompanied by reasons for such objection, all statements to be treated as confidential.

SEC. 6. 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. 7. A prompt notification of his election accompanied by a statement of his initiation fee and dues, shall be mailed to each candidate by the Secretary. A second notice of his indebtedness shall be sent by registered mail 30 days (60 days in the case of members residing outside of North America) later to every candidate remaining in arrears. The Secretary may, at his discretion, cancel the election of any applicant remaining in arrears 30 days (60 days in case of members residing outside of North America) after the mailing of the second notice.

SEC. 8. A member who has resigned in good standing, may, on the approval of the Board of Directors, be reinstated without payment of entrance fee, and shall be entitled to admission to the grade last held by him, after review of his professional record by the Board of Examiners. If the applicant so elects, he may retain his original date of election or transfer, by payment of all dues which would have accrued during the interim, and he will then be entitled to such INSTITUTE publications issued during such period, as are available.

SEC. 9. Any resignations received by the Secretary not later than June 1st of any year (September 1 in the case of members residing outside of North America), may, at his discretion, be considered as having been received as of May 1 preceding.

SEC. 10. 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. 11. 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. 12. Annual dues are payable in advance upon receipt of bills dated, May 1, the beginning of each fiscal year.

SEC. 13. A bill for annual dues shall be mailed to each member on or about May 1. On October 1 a second notice shall be sent to those in arrears. On March 1 following, a third notice shall be sent by registered mail to those remaining in arrears, a copy of this section of the By-laws to accompany such notice. Any member remaining in arrears May 1 shall be placed on the Suspended List, shall receive no further INSTITUTE publications, and shall be debarred from enjoying its other privileges until reinstated. At its May meeting the Secretary shall submit to the Board of Directors a list of the delinquents, for its action thereon.

SEC. 14. The mailing of such bills or statements to the last address upon the office Mailing List, shall be considered a valid notice of indebtedness.

BOARD OF DIRECTORS.

SEC. 15. The regular monthly meeting of the Board of Directors shall be held on the same day as the regular monthly meeting of the INSTITUTE. The meeting may also be held in any month when no regular INSTITUTE meeting occurs, the date of such meeting and the hour of all meetings to be set by the President.

ELECTIONS.

SEC. 16. A Manager elected to fill a vacancy for an unexpired term shall be selected from those whose names appeared on the General Proposal List prepared for the last annual election.

SEC. 17. In preparing the Directors' Ticket, candidates shall be voted for by written or printed ballot. The names of candidates for Vice-president should be selected, as far as practicable, from different sections of the country.

SEC. 18. In addition to the names of the incumbents of office, the Secretary shall publish on the "form showing offices to be filled at the ensuing annual election in May" provided for in Article VI, Section 30, of the Constitution, the names, as candidates for nomination, of such members of the INSTITUTE as have been proposed for nomination for a particular office by the petition or by the separate endorsement of not less than fifty members, received by the Secretary of the INSTITUTE in writing by January 25 of each year.

The names of such candidates for nomination shall be grouped alphabetically under the name of the office for which each is proposed, and this by-law shall be reprinted prominently in the January issue of each year's PROCEEDINGS, and shall be reproduced on the form above referred to.

SEC. 19. Nomination forms, as provided in the Constitution, shall be sent, upon application, to members who have qualified between the dates of February 1 and March 1; and single copies only, of such nomination forms, shall be sent, upon request, as duplicates, to members who may have mislaid or destroyed their original copies. Nominations may, however, be written on blank paper if the regular form is not available.

OFFICE ORGANIZATION.

SEC. 20. The office organization shall include an Assistant Secretary and an Editor.

The Assistant Secretary shall assist the Secretary, and, in his absence, may act for him, and shall have such other duties as may be specifically assigned to him by the Board of Directors from time to time.

The Editor shall report directly to the Secretary, and shall, under the direction of the Meetings and Papers and the Editing committees, have charge of the publication of the PROCEEDINGS and of the TRANSACTIONS.

JOHN FRITZ MEDAL.

SEC. 21. 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-elect, after assuming the active duties of his office, shall, on the third Friday in January, become a representative of the INSTITUTE on the Board of Award of the John Fritz Medal, and the functions of the senior past-president,

in connection with this award, 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.

ADDITIONAL DUTIES OF COMMITTEES.

SEC. 22. Each standing committee shall have a regular monthly day of meeting, as far as practicable. All resolutions or reports which each committee shall forward to the Board of Directors for action, must be signed by the chairman.

SEC. 23. In addition to the duties prescribed by the Constitution, it shall be the duty of the Finance Committee to cause to be prepared for the information of the Board of Directors, a balance sheet each year, to September 30, showing the financial condition of the INSTITUTE, including the state of each fund which may be separately invested; also to submit to the Board of Directors at its October meeting a budget of estimated receipts and expenditures for the ensuing year beginning October 1. It shall also be the duty of the Finance Committee to have the bank books and securities of the INSTITUTE examined, prior to the annual financial statement made in the month of May, and to certify to their correctness.

SEC. 24. It shall be the duty of the Library Committee to advise in regard to the purchase of books or the acceptance of donations for library purposes, on behalf of the INSTITUTE; to prepare an annual report for the year ending April 30, showing the state of the library, and giving the names of all donors to the library for the preceding year, which report, when accepted by the Board of Directors, shall be printed, and form part of the monthly PROCEEDINGS.

SEC. 25. The manuscripts of any papers to be presented at the Institute meetings or conventions after the date of February 1, 1913, must be received at Institute headquarters, for the consideration of the Meetings and Papers Committee, not less than sixty days before the date of presentation, and no papers shall be announced for presentation at any specific meeting of the Institute until after the paper has been accepted for presentation by the Meetings and Papers Committee.

The executive Committee, however, shall have the power to waive the sixty-day requirements upon the request of the Chairman of the Meetings and Papers Committee.

The Meetings and Papers Committee shall accept no paper from a non-member unless directly authorized to do so by the Board of Directors.

SEC. 26. In addition to the duties prescribed by the Constitution, it shall be the duty of the Editing Committee to exercise a general supervision over all publications of the INSTITUTE. It shall also call the attention of the Meetings and Papers Committee to papers which it may deem unsuitable for publication in the PROCEEDINGS or TRANSACTIONS, assigning specific reasons therefor.

SEC. 27. Each temporary committee appointed to arrange for the holding of the Annual Convention, or for any other purpose involving expense to the INSTITUTE, shall prepare an estimate of its probable expenditure and submit it to the Board of Directors for approval.

SEC. 28. The functions and duties of temporary committees shall be defined by the Board of Directors. At the beginning of each administrative year the 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. It shall be the duty of the Secretary to call the attention of the Board of Directors to work done by any temporary committee outside the scope of the resolution or resolutions which constituted it.

SEC. 29. The expenditures of the INSTITUTE shall be regulated by annual appropriations which shall begin on the first day of October of each year. Each committee shall submit to the Secretary for the information of the Finance Committee in preparing its annual October budget, an estimate of its requirements for the ensuing year.

SEC. 30. No standing or temporary committee shall, under any circumstances, exceed its authorized appropriation without first obtaining the sanction of the Board of Directors.

SEC. 31. For the information and guidance of these committees the Secretary shall each month send to the chairman of every committee which has incurred expense during the preceding month, the following information.

1. Total amount of all appropriations authorized for the current year by the Board of Directors for such committee.

2. Amount in dollars and per cent. of appropriation expended during the preceding month.

3. Amount in dollars and per cent. of appropriation expended during the current fiscal year, including the preceding month.

4. The same information for the corresponding periods of the preceding year, when available.

SEC. 32. 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.

PUBLICATIONS.

SEC. 33. The regular publications of the INSTITUTE shall include PROCEEDINGS, to be published monthly, and TRANSACTIONS, to be published quarterly, semi-annually, or annually.

SEC. 34. The PROCEEDINGS 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. 35. The TRANSACTIONS shall contain such papers, discussions and other engineering matter previously printed in the PROCEEDINGS, as may be approved for publication in the TRANSACTIONS by the Meetings and Papers Committee and the Editing Committee.

SEC. 36. From the annual dues paid by each member, five dollars (\$5.00) shall be deducted and applied as a subscription to the PROCEEDINGS for the year covered by such payment.

SEC. 37. The payment of the annual dues by any member shall entitle him to receive a bound copy of each volume of the TRANSACTIONS for the period covered by such payment.

SEC. 38. The paper or papers presented at the meeting in any month shall be published in the PROCEEDINGS, preferably in advance of the meeting.

SEC. 39. A paper, after being edited and revised for publication under the direction of the Meetings and Papers Committee, shall be returned to the author to obtain his consent to its 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 shall not be presented or published.

SEC. 40. A discussion or communication, after being edited

and revised for publication under the direction of the Editing Committee, shall be returned to the author to obtain his consent to its 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 discussion or communication shall not be published.

SEC. 41. No paper, or written contribution to a discussion shall be given to the press for publication, in advance of its presentation, except by authority of the Board of Directors.

SEC. 42. 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 Editing Committee.

SEC. 43. The Secretary is authorized to receive annual subscriptions for the monthly PROCEEDINGS, ending with the calendar year, at the rate of \$10.00 per annum for all countries to which the bulk rate of postage applies. To all other countries the price shall be \$12.00 per annum, fifty per cent. discount to libraries.

SEC. 44. Existing bound volumes, or bound volumes hereafter published, may be sold to non-members at the following prices:

Paper covers, Vols. I to IV, each.....	\$2.00
Paper covers, later volumes, per year.....	10.00
Cloth " " " " " ".....	11.50
Half Morocco " " " " " ".....	13.00

A discount of 10 per cent. from the above prices, either for volumes, subscriptions, or parts, may be allowed to publishers and dealers; and members shall be allowed a discount of 50 per cent. on parts or duplicate volumes to replace those lost or destroyed. They may purchase volumes issued prior to their election, when available, at \$5.00 each, either in paper or cloth covers, or at \$1.00 extra for half morocco binding.

SEC. 45. A member shall be entitled to receive the bound volume or volumes of the TRANSACTIONS, beginning with the volume including the corresponding half year in which he has paid his entrance fee, and such single copies of the PROCEEDINGS for the same period as he may apply for, and which are available.

SEC. 46. A member who has presented a paper to the INSTITUTE, which has been printed in the PROCEEDINGS, shall be en-

titled, upon application, to 15 copies of the paper, or, at the Secretary's discretion, of the PROCEEDINGS containing such paper, and to the same number of copies of the discussion, provided such copies are available.

SEC. 47. An alphabetical list of members shall be published annually. A directory, in which the names are grouped geographically, may also be issued. The grade of each member shall be indicated in either the catalogue or the directory, or both, by a difference in type, or otherwise, at the Secretary's discretion.

SECTIONS.

SEC. 48. 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, but 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.

SEC. 49. 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. 50. A petition for the formation of a Section shall specify the territory to be included and shall be signed by not less than 25 members residing therein.

SEC. 51. The territory of a Section shall include the locality naturally tributary thereto, but shall not include territory so remote that members cannot readily attend meetings. Points more than 60 miles from the regular meeting place of a Section shall be considered outside of that Section. If adjacent Sections are so situated that this distance limit embraces common territory, then proximity shall govern the question as to which Section may claim such members as reside within this common territory.

SEC. 52. A Section shall be known as: The (name of place) Section of the American Institute of Electrical Engineers.

SEC. 53. In the initial Section organization only petitioners shall have the right to vote.

SEC. 54. 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. 55. The terms of office of the Section Chairman and Secretary shall coincide with that of the President of the INSTITUTE. They may or may not be eligible for reelection as prescribed in the Sections by-laws.

SEC. 56. The Board of Directors may at any time rescind the authorization of any Section and terminate its existence.

SEC. 57. Papers and discussions presented before a Section or Branch shall be the property of the INSTITUTE, and may be published only on authorization of the Editing Committee.

SEC. 58. The Executive or other suitable Section or Branch committee in charge shall be responsible to the Editing Committee for all Section or Branch papers and discussions. Such matter as is approved by such local Section or Branch committee, as suitable for publication in the PROCEEDINGS, shall be presented to the Secretary of the INSTITUTE for consideration by the Editing Committee, who in judging its suitability shall be governed by the same reasons as are applied to similar matter offered for presentation at INSTITUTE meetings.

SEC. 59. Section or Branch papers and discussions not published in the PROCEEDINGS may be published elsewhere, with the statement that they have been presented before such Section or Branch, provided that previous approval of such publication has been secured from the Section or Branch committee in charge, and from the Editing Committee. The Editing and the Section or Branch committees may authorize the publishing of a Section or Branch paper or discussion without reference being made to its presentation before the Section or Branch.

SEC. 60. It shall be the duty of the Secretary of the Section to send to the chairman of the Sections Committee, on or before October 1st of each year, an estimate of the appropriations required from the Institute for the expenses of the Section during the year ending the 30th of the following September.

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 special action thereon by the Sections Committee, the appropriation of Institute funds during any

fiscal year for the meeting expenses of any Section shall not exceed in the aggregate a sum to be determined as follows:

a. Fifty dollars for each Section, independently of the number of members in that Section.

b. One dollar and a quarter for each Institute member who shall reside within the territory of each Section at the beginning of the administrative year, namely, August 1. The Section limits to determine the number of members to be as provided in Section 51.

Such amounts may be drawn upon only for the reasonable expenses of the engineering meetings of the Section upon presentation of original bills endorsed by the Section Secretary.

The terms "expenditures for transportation" in Section 70 of the Constitution shall be interpreted to include railroad fare from the Section to the meeting point of the Institute and return by the most direct route, Pullman accommodations and meals en route. It is not expected that such expenditures will exceed three and a half cents per mile.

STUDENTS.

SEC. 61. Any person pursuing a regular course of study in electrical subjects and registered as a student in any university or technical school of recognized standing, and attending classes therein, may be enrolled as a "Student of the AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS," as hereinafter provided.

SEC. 62. Each application for enrolment as a Student shall be endorsed by a member of the INSTITUTE. It shall be passed upon by the Board of Examiners, and submitted to the Board of Directors for action.

SEC. 63. The annual Student fee shall be three dollars (\$3.00), payable in advance. The period of Student enrolment shall not exceed three years, and shall date from the first of January nearest the date of filing application.

SEC. 64. The annual fee of three dollars (\$3.00) paid by each Student shall be applied as a subscription to the PROCEEDINGS for the year covered by such payment.

SEC. 65. Students enrolled under the provisions of these By-laws shall each be entitled to receive the regular monthly PROCEEDINGS and ordinary notices of meetings. They will be permitted to purchase the current TRANSACTIONS at \$3.50 per year during the period of their enrolment.

SEC. 66. Student privileges may be withdrawn at any time by the Board of Directors.

SEC. 67. A Student changing his mailing address without notifying the Secretary shall be entitled to available duplicate copies of parts of the PROCEEDINGS upon payment of twenty-five cents for each part.

UNIVERSITY BRANCHES.

SEC. 68. Any member who may be connected with a university or technical school of recognized standing, having a course in electrical engineering, may, upon the approval of the Board of Directors, organize Student meetings, to be held under his direction, such Student meetings to be designated as (name of institution) Branch of the AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS.

SEC. 69. University Branches shall organize by appointment or election of an Executive Committee of any suitable number of which the said member shall be a member, and of which other members or the enrolled Students of the INSTITUTE may constitute the other members. This organization shall be subject to the approval of the Board of Directors. Other students in the electrical engineering course of the institution may attend the meetings, under conditions to be prescribed by the University Branch.

SEC. 70. The member, by whom the University Branch shall be organized, or the member who succeeds him on its Executive Committee, shall be responsible to the Secretary of the INSTITUTE, for the conduct of its affairs, and shall make regular reports to the Secretary, of the proceedings at its meetings.

SEC. 71. At the meetings held by University 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. The Secretary of the INSTITUTE may send to University Branches a limited number of advance copies of the papers of the INSTITUTE.

SEC. 72. The INSTITUTE shall publish, from time to time, a list of universities and technical schools in which University Branches have been organized, and brief notices of the proceedings of their meetings.

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REPORT OF THE BOARD OF DIRECTORS

FOR THE FISCAL YEAR ENDING APRIL 30, 1912

The Board of Directors of the American Institute of Electrical Engineers herewith presents to the members of the Institute its annual report for the fiscal year ending April 30, 1912.

Brief summaries of the work of the various standing and special committees are included in the report, and also a detailed financial statement showing the condition of the respective funds of the Institute, the receipts and disbursements for the year, the assets and liabilities, and a condensed cash statement.

Notwithstanding the fact that the disbursements for the year far exceed those of all previous years, as a result of the constantly increasing activity and scope of the Institute, there is an excess in the receipts over the disbursements of \$5,574.35.

Upon recommendation of the Finance Committee, the Institute purchased for investment, in June 1911, \$15,000 par value Wilmington, Del., 4½ per cent. registered bonds.

The Board of Directors has held nine regular monthly meetings at Institute headquarters during the year, and one meeting at the Chicago Convention in June 1911.

The Annual Convention was held in Chicago June 26-30, 1911. The registered attendance was 578 members and 386 guests, a total of 964, which was the largest convention attendance in the history of the Institute.

The Pacific Coast Meeting was held in Portland, Oregon, April 16-20, 1912, and was attended by 210 members and guests, including delegations from all the principal Pacific Coast cities.

A three day meeting under the auspices of the Pittsburgh Section and the Industrial Power Committee, in conjunction with the Association of Iron and Steel Electrical Engineers, was held in Pittsburgh April 25-28, 1912. The attendance at this meeting was 265.

At the Chicago, Portland and Pittsburgh meetings, in addition to the large number of excellent papers presented and discussed, the programs included inspection trips and other interesting features arranged by local committees, which were both enjoyable and profitable to all who participated.

During the year President Dunn presided at the Pittsburgh meeting and at the Pacific Coast meeting at Portland. He also visited the Sections at Ithaca, Cleveland, Boston, San Francisco, Los Angeles, St. Louis and Lynn.

At the Chicago Convention the resignation of Mr. Ralph W. Pope,