

# AMERICAN INSTITUTE OF ELECTRICAL ENGINEERS

33 WEST THIRTY-NINTH STREET

NEW YORK 18, N. Y.



TELEPHONE PENNSYLVANIA 6-9220  
CABLE, CYANDRIC

## CONDUCT OF AIEE SECTION ACTIVITIES

For the information and guidance of Section officers

### ORGANIZATION

Reference to the organization and work of the Sections of the Institute will be found in the Constitution and Bylaws. Copies of the Year Book are mailed to Section officers

promptly after the publication.

There are no rules or regulations regarding the organization and conduct of the Sections other than those embodied in the Constitution and Bylaws; in all other respects the Sections enjoy local autonomy.

### GENERAL DUTIES OF SECTION SECRETARY

The Section Secretary keeps all records for the Section, and there are certain other duties usually handled by him, among which are the following:

- (a) Notices of future meetings,
- (b) Report on each meeting within ten days afterward,
- (c) Maintenance of mailing lists,
- (d) Report of expenditures twice yearly.

### NOTICES OF FUTURE MEETINGS

The Secretary sends advance notices of meetings to members and Student members in the Section territory, and, when desirable, to other local organizations, newspapers, etc.

It is important also that Institute headquarters be kept upon the Section mailing list for the receipt of notices or other literature that the Section may send out. This will enable us to keep informed regarding its work.

### REPORTS OF MEETINGS

It is essential that certain details of the proceedings of Section meetings be transmitted to Institute headquarters for the official records of the Institute, and for use in the preparation of the annual report on Section and Branch Activities.

These details should be forwarded by the Secretary in his official report, upon the regular form provided for that purpose, not later than ten days after each meeting. Each report should include a statement of any executive business transacted, the total attendance at the meeting, the title of the paper or talk, the name of the author or speaker, his company or business connection, and any other matters of interest. These details form important parts of the record kept at Institute headquarters, but may be reported briefly.

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Such a report should be transmitted for each Subsection or technical group meeting, so the annual report prepared at headquarters will accurately reflect all such activities.

Obviously, each meeting should be counted only once. When two or more technical groups meet jointly, or a Subsection meets with a technical group, the report should indicate clearly what organization should receive credit for the meeting. Meetings of executive committees or of local engineering councils are not considered as Section meetings.

### DEFINITIONS OF TYPES OF MEETINGS

A Section Meeting is a meeting for the entire Section membership, presided over by the Section Chairman, or a substitute. These meetings may be either general or technical in character; they may also include inspection trips and social functions; they may be sponsored by a Subsection or Technical Group of the Section; they may be held jointly with another Section of the Institute, with a Student Branch, or with other societies in the area; and they are usually arranged to appeal to a large cross-section of the membership of the Section.

A Subsection Meeting is one held by a regularly organized Subsection composed of a group of AIEE members in a center of population within the Section territory, but distant from the regular meeting place of the Section. These meetings usually closely parallel the type of the regular meetings held by the Section, and may cover a wide range of subjects, depending upon the particular interests of the members in the area.

A Technical Group Meeting is one held by a separately organized group of the Section or Subsection, mutually interested in a specialized field of activity in electrical engineering. These meetings are open to any member of the Section who is interested in the particular subject. An open discussion of the subject is usually a feature of this type of meeting.

### EDUCATIONAL COURSES

An Educational Course is a series of meetings which may be conducted under the auspices of the Section, or any group within the Section, at which a planned course of study, or a planned series of lectures in some particular subject is followed. These educational meetings may be free, or there may be a charge for the course. Usually, there is a definitely enrolled group of participants, and members taking the course should attend all meetings. These meetings are not included in computing Section appropriations under Sec. 49 of the Bylaws.

### MAINTENANCE OF SECTION MEMBERSHIP LIST

To enable the Section Secretaries to keep an up-to-date mailing list of Institute members and Student members in their respective territories, the following card system is in use:

#### Official Membership List as of August 1 Form No. 148 (Manila Card)

During the last week of August, a set of cards bearing the names and addresses of all active Institute members in the territory of each Section was

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sent to the Secretary in office at that time. These cards are furnished for a two-fold purpose: (1) to show the per member allowance to which the Section is entitled for the appropriation year beginning October 1 (a subject which will be referred to later); and (2) to provide an opportunity to detect any discrepancies which may exist in the membership records of the previous year.

Since the adoption of the amendment to the Constitution fixing the dues of the Associate Member grade at \$15.00 per year upon the completion of the first six years of such membership, the officers of some Sections have expressed a desire to be informed of the names of such Associate Members within their territories. The index cards prepared as of August 1st have therefore been printed to indicate not only the Associate Member, who came within this classification, but also the affiliation of all other members of the Section, for the assistance of those Sections having committees to stimulate applications for advancement to the higher grades on the part of qualified Associate Members, particularly those who are affected by the six-year ruling referred to above.

It is the practice at headquarters, after providing the Section Secretary with the official membership list of August 1st, to notify him at intervals of about two weeks thereafter of any changes due to new members, resignations, deaths, and change of address. To have the Section records in agreement with the records at Institute headquarters at all times, it is therefore desirable that notices of all changes be given prompt attention. The forms used are described briefly below:

### Addition to Mailing List Form No. 116 (Salmon Card)

These cards are used to inform the Secretary of the Section of

- (a) the names and addresses of any new members within their territory who have recently qualified their election to membership by payment of the incidental fees, as well as the names of those who have been re-elected or reinstated.
- (b) the names of any members who have changed their mailing addresses within the territory of the Section, or who have moved into the Section from other territories, the card indicating the complete new mailing address.

### Removal from Mailing List Form No. 117 (Blue Card)

Removals are reported in the same manner as additions to the mailing list. At intervals of two weeks, the names of all members who, for any cause, have terminated their membership in a Section are printed upon these cards, which are forwarded to the Secretary of the Section; these names should then be removed from the list.

Delinquent Members

The Secretary is notified early in August, on the "removal" card, of the names of any members who are one year in arrears in the payment of dues. It is desirable that these records shall be maintained in accordance with the information received from Institute headquarters from time to time, inasmuch as the chairman of the Section Membership Committee does not usually receive detailed information regarding the names of the members concerned and is requested, therefore, to consult the files of the secretary for such information.

Applicants for Membership  
Form No. 197 (White card)

As a result of suggestions received in the past from the Chairman of the Section Membership Committees, the Secretary of each Section is notified on this card of the name and mailing address of any person in the territory of the Section who has applied for membership in the national organization. An opportunity is thus afforded to add the names of the applicants to the mailing list for notices of meetings and other activities of the Section which occur while the applications are pending. When an applicant has been elected and has qualified his election through payment of membership fees, a notice to this effect is issued on "addition" form No. 116, referred to above. If an applicant does not qualify his election in due course, the Secretary is so informed in a communication from headquarters.

Transfers to Higher Grades

The routine notices of changes in Section membership records will include a card giving the name and address of any member transferred to a higher grade of membership at the last meeting of the Board of Directors or Executive Committee.

REPORT OF  
EXPENDITURES

Reports of expenditures are made by the Section Secretary, or the Treasurer, twice each year, as stipulated in the last paragraph of Section 49 of the Institute Bylaws, as follows:

"The Treasurer and Secretary of the Institute shall forward in October of each year to the Secretary of each Section one-half of the sum to which the Section is entitled under this Bylaw, less any unexpended balance in the funds provided by the Institute during the preceding year and which shall be considered as part of the payment for the current year. An accounting shall be made to the Finance Committee of the Institute, through the Secretary, when those funds have been expended, whereupon the balance of the appropriation for the year shall be sent to the Secretary of the Section, for which an accounting will be made at the end of the year."

Conduct of Section Activities

To assure the Section of available funds at all times, the report covering the expenditure of the first half of the appropriation should be sent to the Institute headquarters at least two weeks prior to the date payment of the second half is expected.

FINANCING OF  
INSTITUTE  
SECTIONS

Under the formula in Sec. 49 of the Bylaws, the annual appropriation of each Section is determined as follows:

1. A flat appropriation of \$200.00
2. An allowance of \$1.20 for each active member in the territory of the Section as of August 1.
3. An additional allotment based upon the number of regularly scheduled Section, Subsection, and Technical Group meetings, held during the preceding fiscal year ending April 30 (See October 1951 issue ELECTRICAL ENGINEERING) on the following basis:
 

(a) 12 to 17 meetings .....	\$ 50.00
(b) 18 to 23 meetings .....	100.00
(c) 24 to 29 meetings .....	150.00
(d) 30 or more meetings .....	200.00 *
4. A yearly allotment of \$100.00 to a Section for the operation of each Subsection holding regularly scheduled meetings.

\* Please note that the number of meetings under Item 3 is not to include Educational Course meetings defined on page 2.

This arrangement is expected to provide substantially for an appropriation which will meet the reasonable expenses of the engineering meetings of each Section. Originally, the term "reasonable expenses" was confined to such items as printing, postage, hall rent, stenographic work in connection with the meeting, clerical work incidental to the mailing of circulars and notices of meetings, and the traveling expense of occasional visiting speakers. On the recommendation of delegates to an annual convention held several years ago, the Board of Directors voted at that time "That the Sections be left free to expend their appropriation as they deemed best, but to report the expenditures to the Secretary of the Institute for the information of the Finance Committee." This recommendation was adopted for the purpose of enlarging the scope of "reasonable expenses" as defined above to permit the officers of the Sections to approve expenditures for social activities at the Section meetings, which are considered necessary and desirable in order to insure the success of the meetings program. Except for this provision, the expenditure of Section funds remains as outlined above and may not be drawn upon for traveling or other expenses unless incidental to a visit of a speaker at a meeting.

## Conduct of Section Activities

It should be borne in mind that the funds of the Institute are definitely appropriated in October to cover the numerous activities of the Institute until the end of the following September, and a specific sum is allocated to the Sections Committee for the purpose of defraying the meetings expenses of Sections. It is, therefore, essential that the expenditures of any Section be so regulated as to keep within the appropriation available.

### TRANSFER TO HIGHER GRADES

The officers of each Section should consider the matter of encouraging members of the Institute who are fully qualified for the grades of Associate Member and Member to submit their applications for transfer, and should set up in their Section means for such encouragement. The means should be appropriate to the situation in the Section. A Section committee on transfers consisting of three or five older men (Fellows and Members), who know the Section membership well, is probably the best. Such a committee continuing on from year to year will come to know the situation and can act with discretion. The Section membership committee can no doubt be of considerable help in this work.

The regulations covering transfers will be found in the Constitution and Bylaws. The AIEE Committee on Transfer has distributed to the Sections comprehensive suggestions regarding transfers, accompanied by a statement on "Transfer Procedure" prepared by the Board of Examiners. It is extremely important that committeemen having contact with transfer activities have a thorough understanding of the present requirements and limitations.

Any questions regarding transfers which any group has should be referred to J. J. Anderson, Secretary, Board of Examiners, AIEE, 33 West 39th St., New York 18, N. Y.

### STUDENT MEMBERS

Student membership is a privilege accorded to electrical engineering students, including a subscription to ELECTRICAL ENGINEERING at a reduced rate, during the period of their college enrollment and continuing until the end of the fiscal year in which they leave school. There is no provision in the Constitution or Bylaws of the Institute making it mandatory upon the Sections to admit Student members to Section membership; a majority of the Sections do admit them on the same basis as Institute members, however, and it is our practice to furnish a set of cards bearing the names and addresses of Student members within the territory of each Section, whose fees are fully paid as of August 1 of each year. The names accompany the official membership list, and are printed upon White index card stock to differentiate them from the official membership cards printed on buff stock.

Following our practice in handling the official membership list, the Secretary of the Section is notified at regular intervals during the year of any changes in the mailing addresses of Student members within his territory.

It will be of advantage to the Institute and to the Sections, as well as to the Students themselves, to encourage their interest in Section work, and it is hoped that all Sections will send notices of meetings to all Student members in their territory.

## Conduct of Section Activities

### FORMS AND OTHER LITERATURE

The forms and other materials supplied from Institute headquarters for the use of Sections are as follows:

- | <u>(No.)</u> | <u>Forms</u>   |
|--------------|--|
| ( )          | Form 41 - Meeting Report                                     |
| ( )          | " 203 - Report of Expenditures                               |
| ( )          | " 92 - Return envelopes addressed to AIEE headquarters       |
| ( )          | " 131-A - Application for admission to membership            |
| ( )          | "Membership Information" booklet                             |
| ( )          | Form 135-A - Application for transfer to Member grade        |
| ( )          | " 216-A - Proposal for transfer to Fellow grade              |
| ( )          | " 218-A - Application for transfer to Associate Member grade |
| ( )          | Electrotype of AIEE emblem for use in printing stationery    |
| ( )          | Other material -- booklets, etc.                             |

Copies of a requisition form will be supplied to Section Secretaries for use in ordering these materials.

### Stationery for Section Correspondence

It is recommended that Sections desiring printed letterheads and envelopes have the printing done locally. An allowance of \$15.00 for such printing will be made with the initial appropriation payment to each Section using the normal supply of 250 letterheads and envelopes and \$20.00 to each Section ordering 500 or more. An electrotype of the AIEE emblem will be supplied upon request.

### EXPANSION OF SECTION ACTIVITIES

At its meeting held on May 25, 1936, the Board of Directors of the Institute adopted a resolution directing that the Sections be encouraged by all officers of the Institute and by the technical committees 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.

During recent years, many Sections have expanded their activities to include technical groups, Subsections, educational courses, and special meetings of various types.

Subsections

Recently, there has been a greatly increased interest in Subsections, and the present number is about 50. Efforts will be made at Institute headquarters to send to the Chairmen and Secretaries of the Subsections copies of all Section material of interest to them. A folder entitled "Subsections" will be sent to Section officers upon request.

Technical Groups

Many Sections have established Technical Groups, which have held large numbers of meetings, and are performing the important function of providing for more specialized types of activities. More than 100 such groups are in operation. A folder entitled "Technical Groups" will be sent to Section officers upon request.

It is recommended that Section officers study carefully the annual report on Section and Branch activities which appears in ELECTRICAL ENGINEERING in the fall of each year.

The editor of ELECTRICAL ENGINEERING will be glad to receive special news accounts regarding new Subsections, Technical Groups, or other expansions in Section activities.

GENERAL

The names of the Chairmen and Secretaries of Sections and the addresses of the Secretaries may be found in the September issue of ELECTRICAL ENGINEERING.

Section officers are invited to correspond with Institute headquarters regarding any phases of their activities.

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H. H. HENLINE

Secretary