



AMERICAN INSTITUTE *of* ELECTRICAL ENGINEERS

(HEADQUARTERS: 33 WEST THIRTY-NINTH STREET, NEW YORK 18, N. Y.)

GENERAL ADMINISTRATION DEPARTMENT

Address Reply to

Department of Water and Power
Box 3669 Terminal Annex
Los Angeles 54, California

July 25, 1962

Mr. Warren H. Chase, President
American Institute of Electrical Engineers
Sheraton-Dallas Hotel
Southland Center
Dallas, Texas

Dear Warren:

In accordance with our phone conversation of about a week ago, I have attempted to put into writing some of the thoughts regarding the need for, and functions that should be performed by, the equivalent of a General Administration Department in IEEE.

1. The organization of IEEE as set up in the principles of consolidation does not provide for coordination of the functions carried by GAD except at Executive Committee or Board level. Thus, Sections, Student Branches, Membership, Transfers, and Public Relations (if added), have no home except at Board level.
2. With the limited number of contacts possible at District or National level, the coordination of these activities should be delegated below the Executive Committee or Board level.
3. The Consultants for the AIEE and the AIEE Planning and Coordinating Committee developed the GAD to take over this function.
4. It is my suggestion, and I am quite sure that this is the opinion of most AIEE Vice-Presidents and other members of GAD, that some such clearing house and coordinating group is required. It is my personal feeling that without it there will be a great tendency for area units to develop which could be narrow, yet large enough to step out and establish their own splinter groups if not held together by more and closer contacts than those currently provided.

To this end, it is recommended:

- A. That one of the Directors-at-Large, either elected by members or possibly by the assembly, be designated to head this Administrative function for the Board and Executive Committee, reporting to them where actions are required;

6-32.338

July 25, 1962

- B. That this Department, as a function of Sections, be responsible for conducting the annual meeting of Section Chairmen (and Secretaries);
- C. That once each year a meeting of all Chairmen of Student activities in the Regions or Districts be held under the direction of this Department and Student Branches Committee;
- D. That Memberships, Transfers, and Public Relations Committees be established on a national level with District, Region, and Section representatives to better coordinate these activities for uniformity nationally (Fellows Committee could be included if desired);
- E. That representatives of each of these committees who come from the Districts or Regions be official members of the Regional or District Committees.

These are very short statements of principles which seem to have been neglected in the development of the present IEEE Constitution and which, I believe, the AIEE consultants considered essential in our organization.

Now, two or three other items: In the proposed draft of By-Laws, when Districts are formed, the Regional Committee loses its identity as a clearing house for all Section matters within the Region. For example, if a Region is divided into two or three Districts, would there be only seven or nine persons on the Regional Committee--two from each District, the Chairman-Director, Secretary, and Student Branches Representative? There probably should be allowance for a complete meeting of all Section representatives in the District with the above group to act as a Regional Executive Committee where District subdivisions are used. The allowance to hold the Regional Committee meeting "without the region" (B101-7) does not seem fair to the representatives since apparently no allowance for transportation expenses is provided.

We had a serious problem with the Vice-Presidents trying to appoint the District chairman of Student activities. If this committee is to be composed of student counselors, then by all means they should elect their own chairman. The professors seem very sensitive about this.

I hope these suggestions may be of some help. I am including sufficient copies for the Committee if you wish to distribute them, or such limited distribution as you see fit.

If you desire broader review or more detailed consideration, I will be pleased to mail this out to AIEE GAD members for consideration and comment in Chicago in October.

Best personal regards,

Bradley Cozzens
BRADLEY COZZENS, Chairman
GAD AIEE

BC/wvp

Air Mail = Special Delivery

cc: Messrs. R. R. Teare, Jr.
Nelson Hibshman