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ELECTRICAL ENGINEERING

An IEEE management newsletter providing direct communication among Institute Staff, Committees, Groups, and Sections; and covering matters of current importance relating to Institute operations

COMES OCTOBER. One senses the vitality and power of IEEE's spinning reserve, put under load in September by most Sections, Groups, and Committees after summer standby. New faces appeared on the scene. Eager hands grasped partly familiar tools and aids; began to cope with new challenges and opportunities.

Now, in October-November, IEEE's entire system realizes the first peak of the fall and winter program, taking full advantage of the flywheel momentum of top-side administration which has been functioning since last January. Thanks to on-job training of Chairmen on their way up, not all September's problems were sprung by surprise.

TOOLS AND AIDS

NEW ORGANIZATIONAL ROSTER. This most useful tool, reflecting midyear personnel changes, will be found with this mailing. It answers most questions as to how IEEE is put together; who handles what. For addresses not shown, consult 1966 Membership Directory.

WHERE TO FIND IT. Where did I see it? How can I find it? These questions haunt the busy committeeman. The Membership Directory is simple as to contents, easy to retrieve; the Organizational Roster a bit more comprehensive and elusive. Other primary documents are complex, deserve frequent perusal, are easily mislaid: they call for three-ring-binder treatment. The knowing chairman, vice-chairman, and secretary so preserves latest available versions of the IEEE Constitution, Bylaws, Statements of Policy; Calendars such as Elections & Appointments, and Awards; Schedules such as IEEE and joint Conferences. Issues of "Electrical Engineering" are pre-punched for such binders.

"IEEE Spectrum" prints those of the documents just named which are of interest to all Institute members. To keep "Electrical Engineering" a manageable working tool for the rolled-up-shirtsleeve contingent, it will refer to but will not re-print "Spectrum" material. Active members should save "Spectrum" 12 months or more for reference. Examples: Each month, following title-page Features, personnel of the Board of Directors; personnel and assignments of headquarters staff and staff secretaries; personnel of the Publications Board and Editorial Board; editorial, publication operations, and advertising assignments: IEEE addresses for mail, phone

number, subscription rates. Each month, under News of the IEEE, plans and calls for papers for forthcoming IEEE, joint, and international conferences. Each month, following News of the IEEE, calendars of meetings, IEEE and other societies, next year or more.

June 1966 "Spectrum" contained articles by the President on the Institute's broad objectives, pp. 100-101; by the Secretary on 1965 operations, membership, and publication record, pp. 102-105; by the Treasurer on our investment portfolio, and financial statements to end of 1965, pp. 105-108. On pp. 42-46, the President dealt with the income and expense dollar, 1962-1965 actual, 1966 forecast; 5-year deficits; and the subject of dues in IEEE and other societies. All these are "required reading" for committeemen.

"ELECTRICAL ENGINEERING" EVOLVES. In taking over responsibility for this periodical, the newly created Internal Communications Committee changed it from now-and-then publication to a bimonthly to appear in October, December, February, April, June, and August; revised the masthead, appointed an Editor, cut him down to size, told him to use 1/2 the words, 50% of those to be short ones he knew the meaning of.

CONFERENCE TELEPHONE FACILITIES. Special phones have been installed in a 9th floor conference room at New York headquarters and in IEEE office, Los Angeles, to permit achievement of committee quorums with minimum transcontinental travel; members would participate at the same time in the two cities. Telephone tolls only will be chargeable to the group responsible; IEEE has assumed installation and rental charges.

Arrangements may be made through Dr. R. M. Emberson at Headquarters or Mr. Ray Banks, IEEE, 3600 Wilshire Blvd., Los Angeles (telephone: (213) 387-1203); copies to both, for information.



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ELECTRICAL ENGINEERING is published by IEEE, 345 East 47 Street, New York, N.Y. 10017, to provide a direct channel of communication vertically and horizontally within the IEEE organizational structure. It is distributed to the principal officers of all major IEEE units such as Committees, Groups, and Sections. Comments and contributions are welcome and should be addressed to I. S. Coggeshall, Editor, at the above address.

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NEEDLES AND PRODS

NOMINATIONS AND APPOINTMENTS. Refer to Bylaws and Calendar of IEEE Elections and Appointments. For 1967 IEEE elected officers and directors, ballots will be counted and results reported to the Board of Directors November 3. During November a call will be issued for recommendations for the 1968 slate.

As to composition of the 1967 Standing Committees, whether appointed directly by the Board of Directors or by its Executive Committee, 1967 Chairmen, by October, have been proposed, accepted for recommendation, furnished suggestions or nominations for members of their committees, have already recommended their officers and committeemen. These lists are reviewed in November by the present bodies and recommendations made to the new Board and Executive Committee meetings in January. The call for recommendations for the 1968 slate occurs in April.

Chairmen of Groups and Sections must study their own Bylaws and follow the calendars, expressed or implied, as to recommending succeeding officers and committeemen.

INTER-SOCIETY COMMITTEES. "Electrical Engineering" No. 6, July, p. 2, q.v., broadcast a search for men qualified to represent the Institute in organizations with which IEEE maintains liaison. Response has been inadequate. Response might be better if Chairmen would consult Organizational Roster, last pages, naming these "interdisciplinary" assignments. Technical units associated with the Technical Activities Board should make their suggestions via Dr. Emberson; all other activities through Mr. Kinn, both of Headquarters.

COMMITTEE ROOMS AT MARCH CONVENTION. "Spectrum" for September 1966, pp. 26-27, outlined plans for the IEEE International Convention, March 20-23, 1967 at New York Hilton Hotel and the Coliseum. This is to remind all chairmen that assignment of Headquarters and hotel conference rooms to committees will be on a first-come-first-served basis, hence that the Secretary of the Convention, Miss Emily Sirjane, IEEE Headquarters, should be notified immediately, once dates and hours have been firmed. Meanwhile, let her check any tentative plans against the ground rules and send you more detailed information. (TAB units through Dr. Emberson, as information, please.) Additional requirements and expense attach to reservations of space outside Headquarters and the Hilton.

CHALLENGES AND OPPORTUNITIES

NEW REGION CREATED. Present Bylaw 401.1 designates Region 9 territory as areas not included in the United States, Canada, Europe, and certain portions of the Near East and Northern Africa. Effective January 1, 1967, Region 9 will be divided into new Regions 9 and 10. New Region 9 will comprise Latin America (specifically South America, Central America; North America except U. S. and Canada; and the Caribbean and Bahama Islands). New Region 10 takes in the rest of the world, principally Asia, Africa, Australia, and the Pacific (less portions of Near East and Northern Africa). Many detailed changes in the Bylaws are involved to provide for an additional Regional Director and Regional Committee. Because it will take time to set up the customary election machinery, the 1967 Annual Assembly will elect the Director for the first two-year term, 1967-68, and the Region's members will vote in the customary way for 1969 and years thereafter.

CONTINUING EDUCATION. Broadly speaking, IEEE is one vast effort in adult continuing education, a term which describes most Section and Chapter meetings, technical courses, Group activities, conferences, conventions, exhibitions, and all IEEE publications. Our objective is to keep the pace-setters among us in the vanguard, and the membership fully abreast of the sometimes bewildering tempo of electrical-electronic developments.

SPEAKERS DIRECTORY. Currently, Board of Directors focus is falling upon Section and Chapter meetings, where most members make their primary non-publication contacts with Institute offerings. To make first-rate speakers available to more Sections, an attempt is being made to set up itineraries for them. First step is to select the speakers desired and compile a Speakers' Directory. Section Chairmen have been asked to name a minimum of three each, who have proved outstanding; a questionnaire carries the burden of necessary detail to carry the movement beyond Step 1. Other societies have pioneered such lecture circuits: the IEEE Board feels that Sections can raise the level of local-meeting quality by pursuing this program vigorously.

SPEAKERS TRAVELING OVERSEAS. Reciprocal advantages accrue when competent speakers present papers to IEEE Sections in foreign countries. IEEE members in any country, contemplating a foreign trip and desirous and capable of making engineering contacts of this type are invited to inform Miss Emily Sirjane, Staff Secretary to the Sections Committee, IEEE Headquarters, New York. She will furnish the name and address of the Section Chairman with whom the speaker may work out his arrangements directly. Note that this is two-way, transatlantic, transpacific, transcaribbean, etc.

CAREER GUIDANCE. October-November are golden-opportunity months for IEEE to cement its contacts with high schools and colleges locally. Appropriate units are the Sections, their Subsections, and Group Chapters.

Section Chairmen have been in receipt of samples of the attractive 4-color, 16-page guidance brochure: "Your Challenge in Electrical Engineering," compiled for use and benefit of high school seniors and their career counselors in their respective Section territories. The need and appropriateness of IEEE's helping recruit electrical engineering college freshmen is widely recognized in the Sections. In authorizing printing of the brochure, our Executive Committee hoped for the largest possible distribution which each Section cares to make at its own expense, and declared that "the primary goal should be 100% coverage of all high schools in the United States and Canada, with at least two copies distributed to each high school."

Some Sections have been quicker than others to organize a program for the effective placement of these pamphlets, without which their purchase would be a waste of Section resources. This is an urgent ad hoc job for a dedicated "missionary" in each Section to undertake. Copies cost 25¢ each up to 100; over 100, 20¢ each. Order from "IEEE, Standard Guidance Brochure, 345 East 47th St., New York, N.Y. 10017." Billed upon shipment. (Cf. "E.E." No. 5, May, p. 5; No. 6, July, pp. 6-7.)

COLLEGE BRANCHES AND COUNSELORS. Bylaw 401.11 outlines the relationships of colleges, universities, their Counselors, Student members, Student Branches, and Sections, within IEEE's various Regions. The Fall is a propitious time to oil this machinery. The Region is a geographical unit befitting a typical college's influence, which is more than local. Nevertheless, Regions encourage Sections, their Subsections, and Chapters, homologous with a college's locale, to meet with its Counselor and Branch officers in person, to exchange speakers and visits, hold joint meetings, and undertake mutually beneficial tasks.

Fall is also the preparatory time for groundwork to be laid for any college-papers contest to be run in the Spring. Students must be apprised well in advance, of the scope and terms of contest and the nature of the prizes.

JUNIOR ENGINEERING TECHNICAL SOCIETY. JETS, a national organization of high school students allied with the Engineers Council for Professional Development, has commended itself to IEEE for financial assistance; and our Intersociety Relations Committee, with concurrence of the Executive Committee, has recommended "that the Sections work with JETS at the local level and stimulate interest in JETS activities."

ESTABLISHMENT OF SCHOLARSHIP FUNDS. An article under this heading appeared in "Electrical Engineering" No. 5, May 1966, pp. 2-3; marginal reference should be made to this statement. It drew too broad a conclusion from the official rejection of the proposal of a Subsection to establish a scholarship limited to "dependents of deceased IEEE members." The proposal was rejected, not because "the maintenance of a scholarship fund is not felt to constitute a proper IEEE activity," as the article concluded, but because it would lead to "the inurement of earnings to the private benefit of individuals within the meaning of Section 501 (c) (3) of the Internal Revenue Code."

Scholarships (and new Awards, too) having intrinsic value are not to be established by IEEE units without approval. Follow channels, such as the Sections Committee, Awards Board, or Technical Activities Board; when the matter reaches Headquarters, the General Manager will investigate the legal and tax aspects before submitting the proposal to the Executive Committee or the Board of Directors. The criteria applied by Internal Revenue are complex and subject to revision, hence probably beyond the scope of these pages.

Meanwhile, new Awards are being established and scholarships approved. The Executive Committee, 17 June '66, approved proposals of 3 Sections to make grants to 8 colleges for scholarship purposes, in amounts varying from \$300 to \$500. At the same time the Section Coordinator was asked "to recommend areas into which surplus Section funds could be channeled." In the areas of Groups and conferences, the Technical Activities Board has dealt with this subject in many aspects.

REGIONS 8 AND 9 TO RECEIVE FUNDS. Executive Committee, 23 May '66, provided for payment into the treasury of Regions 8 and 9 an allowance of \$1.10 annually for each Regional, non-Section, member, in lieu of allowance to a Section. In the United States and Canada all members are assigned to Sections; this is not true of Regions 8 and 9.

RECIPROCAL REGISTRATION FEES. The Board of Directors in August approved continuance of the practice of extending IEEE-member-rate privilege in registration fees at IEEE conferences to members of the following societies:

ASCE	ASEE	AIIE
AIIE	ASHRAE	ASAE
ASME	AICHE	ASM
AWWA	SAME	ASTM

When such a member requests admission at the IEEE rate and shows evidence of his membership in one of the named societies, his request should be granted. It is not required that the practice be advertised; but it may be advertised, at the discretion of the Conference Committee.

"FOR YOUR INFORMATION"

SAFETY VALVES. Constructive things have come from people blowing their top. This is "communication up" as contrasted with the more common "communication down." Three media are conveniently at hand: (1) "Spectrum's" "IEEE Forum," monthly feature, established in July 1966. (Unsolicited testimonial, September, p. 22: "... a most refreshing experience. Not only do the members now have a way of expressing their opinions, but the Editorial Board actually responds and adopts changes in accordance with the members' preferences!") (2) As an experiment, a Section Forum was billed at WESCON, August '66, and will be repeated there and elsewhere if it serves a purpose. Technical Activities Board and predecessors have held committeemen's Forums, open to members, from time to time, the most historical of them being those considering the merger which is now IEEE. (3) The masthead of "Electrical Engineering"

carries notice of its sponsor-committee's desire that it carry communications relating to Institute management up, down, and across--that's what the "among" means!

ZIP CODES--FASTER AND CHEAPER. Thanks to the tremendous effort of the computer and clerical staff of IEEE who added Zip Code numbers to the addresses of all United States residents, IEEE will begin reaping their benefits on most of our mail beginning now, nearly 3 months ahead of time. These tags have been added to addresses in the computer. The first three digits will batch all mailings, city by city and by zones around cities; the last two digits will facilitate dispatch to city branch and suburban post offices. ZIP! IEEE will secure benefits of lowest third-class rates and better service.

COOPERATION WITH "ENGINEERING INDEX." IEEE has been working closely with "Engineering Index" in helping to develop plans for continuance of E. I.'s publication of the pilot electrical/electronics section during 1967, with support from the National Science Foundation. Many of IEEE's articles are abstracted and indexed for computer retrieval.

AUTOMATIC UP-GRADING OF STUDENTS. The Executive Committee, 23 May '66, authorized up-grading of Students to Member, and of Student-Associates to Associate, upon graduation. Requirements for references are waived. No bill is to be sent "for several months, presumably after the member's employment has begun."

CONFERENCE REGISTRATION "PACKAGES." Executive Committee, 20-21 July '66, adopted the following operating practice: "Conferences may offer optional, not mandatory, registration packages in which the total price is less than the price of the individual items. All conference publicity must clearly indicate that such option exist and both price lists must be included."

WELCOME ABOARD!

Internal Communications Committee
Regions 9 and 10
Canadian Atlantic Section

New Group Chapters in Sections:

<u>Section</u>	<u>Chapter</u>
Atlanta	Communication Technology
Boston	Systems Science & Cybernetics
Buffalo	Engineering Writing & Speech
Canaveral	Power
Chattanooga	Communication Technology
Connecticut	Computer (formerly joint with N. Y.)
Delaware Bay	Power; Industry & General Applications
East Tennessee	Communication Technology
Milwaukee	Industry & General Applications
Montreal	Instrumentation & Measurement
New Hampshire	Power
New Jersey Coast	Reliability and Parts, Materials & Packaging
New York	Computer (formerly joint with Connecticut)
Oklahoma City	Aerospace & Electronic Systems
Orange County	Engineering Management
San Diego	Reliability and Parts, Materials & Packaging
Syracuse	Aerospace & Electronic Systems; Communication Technology