

ELECTRICAL ENGINEERING®

PLAY IT COOL, MAN -- COOL. In dog-days of August, envy Institute members in the South Temperate Zone, alert now fighting the rigors of mid-winter. Up North, think happily of the connected kVAs in all the dehumidifying air-coolers hereabouts--greatest boon to achievement-in-summer since the electric fan! Soak up their benefits-by-osmosis, detectable throughout the intercellular structure of IEEE; interdisciplinary; non-national.

To the extent there is positive correlation between stimulating climate and technical progress, accentuate the positive. Get with it, man! Play it cool.

COUNT-DOWN BEFORE BLAST-OFF describes our posture in August. Many Sections, a few Groups, have new officers; nearly all, new committeemen. "Electrical Engineering" (E. E.) will try to help them find their way around. There is still time to prepare (but feverishly) for where-the-action-is in September.

WILL YOUR SECTION HOLD A MASER? E. E. in June advocated "MASERS" (Membership Activity--Stimulated Early Responses); pointed out that a new applicant, signing in September for membership effective October 1, pays only 12-months' dues for full 15-months' service: Oct. 1, '67 to Dec. 31, '68. This new, built-in, calendar-phased concession does not recur to the same degree until March-April '68. Reason enough to schedule an annual membership campaign in September! This September! (Read Bylaw 108 for details. Also please re-read E. E. 11, June, p. 1: "Calendar-Values in Memberships.")

Section chairmen with sharp pencils note that 1968 rebates are based on memberships of record Dec. 31, 1967. Enough said, in favor of Fall recruiting.

BOARD OF DIRECTORS (BofD) meets Aug. 22, San Francisco, preceded one day by its Executive Committee (ExecCom). For major agenda items see E. E. 11, p. 2; also next item below. For actions, see E. E. 12, Oct. For composition of BofD & ExecCom See E. E. 9, Feb. '67, p. 2.

IEEE's EDUCATIONAL ROLE. BofD Aug. 22 will have ExecCom's recommendations for major changes. Initiated by BofD Nov. '66 by appointment of the Oliver Committee, these are summarized in a page-long article in "Spectral Lines," Spectrum Aug. '67, p. 59. Commended to everyone interested (and who isn't?) in IEEE's relations with students, education, colleges, high schools, and in the Institute's future stepped-up role in educating (especially courses--added to meetings and publications--and going beyond present Section-sponsored lecture series and Group workshops.)

Proposals include creation of an Educational Activities Board to break new ground and to coordinate education-based IEEE Units already active. (For last-minute comments, air mail or wire Dr. B. M. Oliver, Hewlett-Packard, 1501 Page Mill Road, Palo Alto, Calif.)

NEEDLES AND PRODS

IEEE ELECTRICAL & ELECTRONICS DICTIONARY. Groups (by letters, Oct. 11 & 19, '66)

were directly assigned tasks of producing, for BofD, authoritative definitions for use in a Dictionary. Groups and Technical Committees delegated work to their Standards representatives and working committees. Deadline for this exacting job (originally June 1, '67) has been extended to Sept. 15, '67. (Copy of Guidelines for the review; also "IEEE No. 270, Proposed Standard Definitions," J. J. Anderson)

(Note -- When staff members' names end a paragraph in E. E., address them: IEEE, 345 East 47th Street, New York, N. Y. 10017. Names of staff and assignments; in Spectrum, monthly, 2nd page after table of contents.)

STUDENT BRANCH REPORTS. May '67 ExecCom ruled that each Student Branch send to the General Manager for the Student Branches Coordinator's review, following each academic year, a report covering 1) its financial operations for the year; 2) activities, accomplishments, problems encountered in operating the Branch. Part 2 is new. . . Some reports are now overdue. (Counselors, Branch chairmen, please note and post change to Student Branch Manual, p. 3, Treasurer's Report.) (L. D. Leonard)

SECTION CHAIRMEN SHOULD REVIEW Statement of Policy #1 (blue Supplement to this E. E. 12) applying to Section relations with local engineers' clubs and other organizations. Significant tax implications. (Correspondence, J. B. Buckley)

CHALLENGES AND OPPORTUNITIES

SECTION OR GROUP SCHOLARSHIPS or "outside" contributions by any IEEE Unit are not to be established without approval. (See E. E. 7, Oct. '66, p. 5, for direction). But ExecCom continues to approval proposals which meet its criteria. (Proposals, D. G. Fink)

(Note -- "Units," as used in E. E., include Groups, Conferences, Councils, Committees, Boards, Regions, Sections, Subsections, Chapters, Student Branches, and Headquarters. Which one is yours?)

ELECTIONS AND APPOINTMENTS CALENDAR appears on last page of Statements of Policy (blue Supplement, this E. E. 12). Look ahead, especially if appointments by your Unit require meeting or consultation.

In August '67, the 1968 committee chairmanships are decided (subject only to ratification by 1968 BofD or ExecCom). Prospective chairmen shortly will receive all nominations made for members of their respective committees; deadline October 1 to recommend their 1968 slates.

Each Section should maintain a similar calendar for its guidance, timed to produce smooth mid-year turnover of administration.

HIGH SCHOOL CAREER GUIDANCE. Four Sections have educational material available on loan or at nominal cost to other Sections, directed to stimulate high school students' interest in the engineering profession.

Correspond direct: North Jersey Section, A. Pemberton Johnson, Director, Counseling Center, Newark College of Engineering, Newark, N. J. 07102. Philadelphia Section, Henry Rappaport, 752 Elmwood Ave., Sharon Hill, Philadelphia, Pa. 19079. Sacramento Section, M. G. Jerome, 4056 Esperanza Drive, Sacramento, Calif. 95825. West Virginia Section, Ralph W. Greenwood, Union Carbide Corp., P. O. Box 8361, South Charleston, West Virginia 25303.

The availability, in any desired quantities, of the 4-color IEEE pamphlet: "Your Challenge in Electrical Engineering," should not be overlooked. See E. E. 7, Oct. '66, p. 4, "Career Guidance."

NEW VENTURE IN TAPE-SLIDE TALKS. Anticipating somewhat IEEE's cultivating new fields in education (5th item, this issue E. E.) four 30-minute talks may be obtained by IEEE Units on one-month loan from headquarters, first-come-first-served. Having originated at a Basic Sciences seminar, each talk is keyed by voice slide-changes to about twenty 35-mm color-slides.

The four talks are: 1) Introduction to Luminescence and Semiconductor Lasers, by Dr. H. F. Ivey, Westinghouse Research

II - COMMITTEE PERSONNEL

The Why and How of Successful Committees are being examined in these Green Papers under the successive headings: I-Purposes, II-Personnel, III-Procedures.

The key is the choice of people.

Collateral Reading. Books are available¹ that contain entire chapters with such headings as Who Should Be on a Committee?; How Can We Get People to Serve?; How Can We Guarantee Good Attendance?, and so on. A chairman or member can absorb much from such collateral reading, as indeed he can from studying parliamentary procedure from books or from perusing the Congressional Record.

But he can learn more by observation of the occasional flashes of genius at work in the IEEE committee structure. Some of our committees have carried out essential functions in an evolutionary manner for more than half a century.

Committeeman-Candidates. The "easy way out" for a chairman to staff his committee would be to do so with IEEE people whom he knew personally (and favorably as to their effectiveness) in his own company, laboratory, college, or unit of government. But to do so would nullify the obvious advantages to the Institute of having a wide institutional, technological mix, and a wide geographical mix, in all its activities. To do so would also rob the chairman himself of another opportunity in IEEE of broadening out an otherwise intramural outlook and acquaintanceship.

FILLING POSITIONS BY COOPERATION

It is necessary, therefore, to look afield for candidates, and for a chairman to rely in part upon the recommendations of others. As long ago as A. D. 1597, Francis Bacon, in "The Essays: Of Counsel," said in effect that "it is in vain for a chairman to take counsel on his agenda if he take no counsel concerning the members of his committee; for all matters are as dead images, but the life of the execution of affairs resteth in the good choice of persons."

True. But relying upon the judgment of others in choosing personnel does involve risk. By a good chairman, committee members may be trained, moulded, assigned, cajoled, led, and inspired; but whereas a chairman is blest when he draws a ringer, with the not-so-good he is stuck.

1. "Committee Common Sense--The Why, Who, When, What, and How of Successful Committee Operations." Whiteside Inc. & Wm. Morrow & Co., New York 1954. George J. McLeod, Ltd., Toronto 1954.

Questionnaires. To discourage out-of-hand recommendations by others, the chairman of any committee, to which appointments are made upon recommendation, "sight-unseen," is justified in insisting on the filling out of a personal evaluation form so contrived as to produce the facts upon which mature judgment may be made.

The material which now follows is based upon two specific forms and a document, copies of which are available upon request to Miss Emily Sirjane, IEEE, 345 East 47th Street, New York, N. Y. 10017: (1) Recommended Candidate for IEEE Service; (2) Committee Member Questionnaire; (3) Guidelines for the Selection of Nominees for IEEE Committees. Enough will be quoted here from this material to enable a committee chairman to draw up a simple form of his own.

Table I serves as a backbone. Other spaces on the questionnaire may serve for supporting information.

Table I

EVALUATION OF PROPOSED NOMINEE OR APPOINTEE

Has the candidate:	Yes	No	Not Sure
1. Demonstrated <u>interest</u> in IEEE?			
2. Knowledge of the work and scope of the office or committee? <u>Competence</u> . <u>Ability</u> . Relevant Institute <u>experience</u> in one of these:			
3a. In Group or Technical Committee work?			
3b. In Section work?			
3c. In Regional work?			
4. Indicated a <u>willingness</u> to serve?			
5. The <u>time</u> to do the necessary work?			
6. Adequate freedom and support for <u>travel</u> ?			
7. <u>Office facilities</u> for paper work?			
8. A reputation for <u>prompt</u> correspondence?			

The general qualifications for Committee service are not different from those in any position of responsibility and trust: competence, institute experience, willingness to take on the task, availability of time and facilities to participate, enthusiasm, and vigor. In the absence of such qualities, it is unwise to recommend a candidate merely as a reward for past IEEE service. In fact, if past service indicates that the candidate does not have the competence suitable to the future task, he should not be proposed.

Referring to Table I, demonstrated interest in IEEE (line 1) is important unless the candidate is to take on an initial job at the bottom of the ladder; or unless he is moving into IEEE with superior attainments in a sister Society. Under Bylaw 304.3, voting committeemen must be IEEE members. (Non-members may serve only as non-voting consultants.)

An indicator of demonstrated interest in IEEE is a candidate's grade record. The years during which a man was 1) initially elected and 2) subsequently transferred to higher grades, are therefore usually asked for elsewhere on the form.

Competence (line 2) implies knowledge and ability to serve creatively and actively, not merely passively. Two types of competence are involved, technical and administrative. Few candidates possess both in equal measure, but every nominee should be strong in at least one of these, depending on the task he will be called on to perform. The technical tasks require knowledge of one or more engineering or scientific fields, and the ability to make sound technical judgments. Administrative tasks involve the judgment of men and organizational operations, and the ability to develop appropriate Institute policies and objectives.

Innate ability is not to be outweighed by IEEE experience. Since new blood must be brought into the Committee structure; equivalent experience outside the Institute (as in other organizations, or in connection with the candidate's professional employment) should be taken into account. In many cases a candidate, having no experience bearing specifically on the future task, may be suitable if he is highly competent, since he will soon "learn the ropes."

Vocational competence in a candidate's daily work is probed by special assigned space on the questionnaire. Such items include: name and location of the candidate's employer and former employers; his title or position; name of his supervisor; type of his work and any recognition given to it outside his institution.

Competence must be judged by the measure of the job to be filled. The inquiring chairman should describe his requirements in enough detail so that the question may be intelligently answered. Often a quotation from the appropriate Bylaw or from the committee's approved Field of Interest, or even an amplification of the committee's name will suffice.

It is unwise to recommend a candidate merely as a reward for past service. In fact, if past service indicates that the candidate does not have the competence suitable to the new task, he should not be proposed.

Institute Experience (lines 3a to 3c) should be given judicious weight as an indicator of the future. Therefore, considering IEEE/IRE/AIEE as monolithic experience, questions on the form may be directed to offices held; committee and board memberships and chairmanships; Group activities; Section

activities; editorial work; major conference activities; assignments as IEEE representative on other bodies; prizes, awards, and honors: and other professional activities. For the highest-level appointments, questions are asked as to corporate office and directorships.

Apart from numbered questions, space is often reserved for a brief, ad lib outline of the candidate's qualifications related to the specific assignment sought. This gives him a place to talk about his education, for example, and other topics not raised by the questionnaire.

Willingness to serve (line 4) is crucial, and entirely personal. There should be some kind of check "at the source" before a positive recommendation is made. There is no rule against a nominee's being consulted by his nominator to ascertain his willingness. But since candidates are proposed from separate sources, often greater in number than the openings available, any nominee, when being asked, should be made to understand that he cannot be assured of appointment. Many names are being sought; many factors are being weighed. The purpose is to find the best qualified. The names of good prospects, whose qualifications are well presented, are held over for future consideration.

While a chairman on a man-hunt will settle for willingness, what he really hopes to find is enthusiasm.

Availability of time to devote to the work (line 5) is usually a significant consideration in the candidate's willingness to serve. Committee service is so vital to the welfare of the Institute that most industrial, academic, and governmental organizations recognize its importance; and the comparatively small time required (compared with the working year) can be justified. A perfect attendance record at committee meetings is seldom achieved, even by the chairman. Moreover, specially gifted committee workers can contribute far more ideas and wisdom in a few meetings than does the less able member who makes attendance a fetish.

"The Wherewithal." Lines 6 and 7, if answered negatively, make a candidate suspect as to probable performance. They imply handicaps in getting his paperwork done and inability to attend meetings. If he can show that the handicaps do not exist, negative replies may be ignored. If, however, he has a poor record for answering letters, furnishing information, submitting comments when asked for, and the like (line 8), positive answers on lines 6 and 7 are insufficient to offset a negative on line 8.

These observations go double when the candidacy is for a committee officer's job rather than a committeeman's.

FITTING EVALUATIONS TO VACANCIES

With all questionnaires filled out and in hand, the chairman must determine the number of vacancies he will create by severances, how many new posts he will create within limitations imposed by Bylaw, and (by the sum of the two) the number of appointments he will recommend and whom to name.

Requirements of Turnover. Bylaws 304.4 to 304.7 provide, in essence, for the renewal of committees by retirement-and-appointment at the rate of approximately 1/3 of the committee's personnel annually; and (with a safety-valve for exceptions) for the limitation of individuals' terms to three consecutive years. These measures are considered to be in the long-term interest of the Institute, to which enthusiasm and vigor are most important considerations.

One of the troubles experienced by all professional societies is the tendency to populate committees with senior statesmen who, however distinguished, are out of touch with present challenges and opportunities. Electrical and electronics engineering is a fast-moving profession, and the Institute needs a continual infusion of new blood. Much of this must come from the younger men, although chronological age is not necessarily an indicator of a youthful attitude of mind, nor of current involvement in the affairs of the profession.

Actual Appointments. While the foregoing has been written as though the chairman has the final word in appointments, strictly this is not so. There may be a conflict in viewpoint between outgoing and incoming chairmen. The higher Board or superior committee may exercise its right to reject. Bylaw 304 describes the machinery of approval. In the case of IEEE's standing committees, the "IEEE Elections and Appointments" schedule on the back page of the Statements of Policy summarizes the timetable implicit in other Bylaws.

COMMITTEE OFFICERS

Subcommittees, task forces, and "ad hoc's" are the threshold training grounds where the "comers" are flushed out for eventual committee chairman material. Their leaders, chosen for demonstrated ability, usually recognize raw talent when they see it in action and invite their superiors to keep an eye on such a young man's development.

So it is that the hundreds of "housekeeper" committees (like membership, meetings, standards, publication, conference, transfers, publicity, etc.) which dot the map like rain, and which may be too numerous to include even in the bulky IEEE Organizational Roster, are the "feeder" committees whence have derived the past and present leaders in the Institute.

Personnel Dossiers. Some parts of the organization maintain dossiers on personnel capable of stepping into higher assignments, taking note of more-or-less-unique talents, circles of influence, command of resources, or other means of getting things done. Most of the people so listed worked their way up in IEEE by committee work.

Up Through the Chairs. In a typical Section or Group organization of committees, likely young men are given successive assignments in which they can, at the same time, produce results and round themselves out in the wide variety of topics which face management of Sections, Groups, or major conferences.

When one man stands out as being fit and ready, beyond all others, of being chairman of the unit, it is time to make him secretary.

After secretary, then one or two vice-chairmanships, then chairman-- that is the way most of our leaders came "up through the chairs." In any individual instance there is no guarantee that this progression will be inevitable: for one reason or another unforeseen complications arise. Once in a while a lateral shift from outside the committee, or a calculated upset within the committee commends itself. But, in general, it is a mistake to appoint a secretary or a vice-chairman who has not already demonstrated unmistakably his potentialities for the top job. All committees top officers ought to be in that class.

Labs. 2) State of the Art in GaAs Lasers, by Dr. M.I. Nathan, International Business Machines. 3) State of the Art in GaP Lasers, by Dr. M. Gershenzon, Bell Telephone Laboratories. 4) Defect Chemistry and Injection Electroluminescence in Wide Band-Gap II-VI Compounds, by Dr. M. Aven, General Electric.

Technical level is indicated by No. 1, in Quantum Electronics Jour., Nov. '66, p. 713. (Information and requests, J. M. Kinn)

UNWANTED DUPLICATES RECEIVED BY MAIL. When this happens, it does mean wasted money, even at bulk postage rates. At a labor cost exceeding the postage it could all be stopped. Much can be stopped inexpensively and we want to do it.

You can cooperate. If you get duplicate mailings regularly, do this: Remove contents. Trim envelopes around edges. Discard everything but the entire fronts. Staple or fold the duplicates together. On the top one, say briefly what was in them. Put them in an envelope and mail to IEEE.

We don't need a letter. Your mailing will speak for itself, good and loud. The trouble comes from your wearing two hats (maybe more) in your IEEE work. Your name is on two or more lists. If they are addressograph lists, we'll see it and cure the trouble by flagging the plates. If they are computer strip-lists, we have cures too. And if the computer is fighting the addressograph, we step in and ring a bell.

With hundreds of lists under constant revision, we cannot inexpensively stop all "dupes." But with your cooperation we can catch most of yours before they go through the postage meter. That will help.

DUPLICATES OF "ELECTRICAL ENGINEERING." For the preceding item a tip-o'-th'-hat to Dave Dobson for the assist and to staffer Bill Keyes for the put-out. We're glad Dave didn't pick on E. E. for his horrid example. There are scores of thousands of IEEE members who have never seen a copy of E. E. and haven't the veriest idea of what makes the shirtsleeve brigade click. If you are getting duplicates of E. E., instead of stopping them at source won't you put the

extras to work in making friends and influencing people?

TOP-SIDE DEVELOPMENTS

STUDY OF SECTION FINANCES. Upon initiative of ExecCom, the Regional Directors will undertake a study of Section finances and their support by staff services in addition to normal Section rebates. This study is comparable in purpose with the study of Group finances completed in 1966. (Read MacAdam, Spectrum, June '67, p. 93, col. 2)

IEEE CONVENTION INCOME. As reported to the membership by President MacAdam, p. 94, June Spectrum--on April 14, 1967, the U.S. Internal Revenue Service published proposed regulations reflecting the conclusions of a major study of the "unrelated Business income tax" applicable to tax-exempt organizations.

On June 23, 1967, the Service issued a ruling holding that income derived by industry trade associations from the conduct of certain kinds of trade shows is not subject to tax. However, this ruling, like the proposed regulations, is not necessarily applicable to all industry trade association trade shows, nor did it resolve the important question of whether income derived by IEEE from its annual International Convention and Exhibition is subject to tax.

It is hoped that the final regulations, when and if issued, will clarify the Service's position on this question. In view of the uncertainty created by the proposed regulations the Internal Revenue Service has extended for one year the period within which IEEE must commence a judicial proceeding to determine whether its exhibition income is subject to tax. The membership will be informed of further developments as they arise.

MEMBER'S CHOICE OF SECTION. June '67 Spectrum, p. 13, carried General Manager's announcement that if a member normally listed in the Section of his residence would prefer to be listed in the (different, contiguous) Section of his

employment, he may request Membership Service Department to arrange it. (Inquiries as to implications or effects, W. J. Keyes)

MEMBERSHIP CONTINUITY. Past practice has been to break membership continuity when a higher-grade member returns to school, qualifies for and transfers to Student, to enjoy lower dues. Hereafter, the period of membership will include all those times in which membership is held in good standing, irrespective of membership grades.

NAME-AWARDS. Without retroactivity to present awards, and based upon recent actions, it is unlikely that ExecCom will approve future proposals, made by any IEEE Unit or member or any outside organization, to establish an IEEE award which bears the name of a person. Many past awards have been named either in honor or memory of a person or in recognition of the circumstances of establishment.

A precedent which continues to have merit is that shown in the Awards booklet, p. 7: "IEEE Award in International Communication in honor of Hernand and Sosthenes Behn." The first five words, here underlined, constitute the name of the award. (Inquiries, Miss Una Lennon)

ROLES OF IEEE PUBLICATIONS have now been officially defined. See buff-manila Supplement to this issue of E. E. Group chairmen and editors should note the second mission of "Proceedings": "To bring the progress in the field of a Group to a larger segment of the total members than that of the Group." Section and conference publications are also defined (i. e., delimited).

DISCONTINUED GENERAL COMMITTEES. The Technical Activities Board (TAB) will drop its Safety and Research Committees at end of 1967 if Bylaw changes are approved. A coordinator from TAB's Operating Committee (OpCom) will see that the subject of safety is kept alive by the Groups concerned.

OpCom concluded that the purposes of the Research Committee were made

obscure by the functions of certain Groups and of the New Technical and Scientific Activities Committee within IEEE, and the broader external functions of bodies such as the National Research Council, the National Academy of Science, and the National Academy of Engineering. (Comments for August BofD, S. W. Herwald, care R. M. Emberson)

TOOLS AND AIDS

STATEMENTS OF POLICY. Revised annually, the latest version, June '67, the blue Supplement with this E. E., is for your 3-ring binder. Officials of all Units should know Policies as they know Bylaws. At a minimum, scan the headings now, to recall what's covered.

Since a year ago there have been changes in: Section technical conferences (#2-A; #10-B (Type B conference deleted); joint conference surplus/deficits (#2-F 3); reciprocal conference privileges (#2-L); mailing lists for Regional meetings (#6-D added); mailing lists for educational purposes (#6-C); Intersociety appointments (#9) and tenure (#9-A); and copyright (#5-C).

The blue Supplement conveniently helps in correcting two errors which appear in the original printing sent out in July '67 as part of the Section Manual and Technical Activities Manual: page F, col. 1, top; page O, col. 2, top.

THE 1968 MEMBERSHIP DIRECTORY is being compiled. It will be more comprehensive than the 1966 issue by inclusion of biographies of Fellows. Subsidized, its price to members will be lower.

MEMBERSHIP ROSTERS. In form of computer-generated 15-inch fanfold print-out, alphabetical lists of members' names accompanied by other chosen information useful to Sections, Groups, Chapters, Conferences, etc., may now be ordered. Statement of Policy #6 (blue Supplement, this issue) determines eligibility of an IEEE Unit to apply. Costs are charged to the Unit.

Names included in any roster ordered are those of members having mail addresses

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(These policies apply to Sections, Regions, Councils and Groups. In a few cases they apply only to Groups or Sections.)

STATEMENT OF POLICY #1; ASSOCIATION BY SECTIONS, GROUPS, ETC., WITH OTHER ORGANIZATIONS

The detailed procedures for submitting and approving applications for affiliation by Sections, Groups, etc., with other organizations, as approved by the Board of Directors, are outlined below.

1-A Association with organizations which are exempt from tax as organizations described in Section 501(c)(3):

If a Section or Group desires to affiliate with an organization which is exempt from Federal income tax as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954, it may do so automatically upon mailing to IEEE Headquarters a copy of the determination letter or ruling from the Internal Revenue Service stating that the organization in question is exempt from tax as an organization described in Section 501(c)(3). The Section or Group may continue to be affiliated with such organization so long as such organization remains exempt from tax as an organization described in Section 501(c)(3). However, if such exempt status terminates, the chairman of the Section or Group should immediately notify IEEE Headquarters of both the fact of termination and the reasons for the termination.

INTERPRETATION OF SECTION 501(c)(3)
OF INTERNAL REVENUE CODE OF 1954

The activities of IEEE (including each of its Sections and Groups) are restricted by its Constitution and by the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. IEEE, and its Sections and Groups, may not properly engage in any activities beyond those permitted by its Constitution, Section 1 of which describes its purposes as follows:

"Its purposes are scientific, literary and educational, directed toward the advancement of the theory and practice of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences. Means to these ends are the holding of meetings for the reading and discussion of professional papers, the publication and circulation of works of literature, science and art, pertaining thereto and any other activities necessary, suitable and proper for the fulfillment of these objectives."

IEEE, in order to continue to be exempt from Federal income tax as an organization described in Section 501(c)(3) must engage in only such activities as will qualify it as a corporation:

"... organized and operated exclusively for ... scientific ... literary, or educational purposes ... no part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in, or intervene in (including the publishing and distributing of statements), any political campaign on behalf of any candidate for public office."

With regard to the words "scientific, educational and literary" as used in this Section, we are advised that "technical engineering" is included. Hence, it is proper at both IEEE sponsored conferences and in IEEE publications to discuss the technical features of proprietary techniques or equipment. It is important that these discussions always be focused on technical aspects and not on commercial competition.

In addition, Section 1.501(c)(3)-(d)(1)(ii) of the Income Tax Regulations provides that:

"An organization is not organized or operated exclusively for one or more of the purposes specified in subdivision (i) of this sub-paragraph unless it serves a public rather than a private interest ..."

1-B Association with organizations which are exempt but which are not organizations described in Section 501(c)(3):

1. If any Section or Group desires to affiliate with an organization which is exempt from Federal income tax under Section 501(a) but is not an organization described in Section 501(c)(3), the chairman of such Section or Group shall make an application to IEEE Headquarters for the prior approval of the proposed affiliation. The application shall include the following:

- (a) The organization's certificate of incorporation;
- (b) The organization's bylaws;
- (c) The organization's constitution;
- (d) The determination letter or ruling received by the organization from the Internal Revenue Service setting forth the nature of the organization's tax exempt status;
- (e) A statement by the chief executive officer of the organization that the organization has not engaged in, does not engage in, and does not intend to engage in any attempt to influence legislation or to intervene in any campaign on behalf of any candidate for public office; and
- (f) A statement by the chairman of the Section or Group with respect to the manner in which the Section or Group will be participating in the activities of the organization (i.e., via contributions, attendance at meetings, publications, etc.).

2. Upon receipt of the above application, IEEE Headquarters will submit the application to legal counsel for an opinion whether the proposed affiliation would have an adverse effect on IEEE's tax exempt status as an organization described in Section 501(c)(3).

- (a) If, in the opinion of counsel, the proposed affiliation would not have an adverse effect upon IEEE's tax exempt status, the Section or Group will be so advised and may immediately proceed with the affiliation. However, on or before December 31 of each year the chairman of the Section or Group shall be required to furnish a statement in writing to IEEE Headquarters which includes the following: (i) a summary of the organization's activities during the year; (ii) a detailed statement of the nature of the Section's or Group's participation in the activities described in (i); (iii) a statement of the dollar amount of the Section's

funds which were contributed to the organization; (iv) the nature of the specific projects to which the funds described in (iii) were applied (if the funds can be so traced); and (v) a certificate to the Board of Directors that to the best of the chairman's knowledge such organization has not, either alone or in concert with representatives of the Section, Group, IEEE, or others, engaged in any attempt to influence legislation or intervene in any campaign on behalf of any candidate for public office. If the certificate requested in (v) cannot be given, the chairman should state the reasons therefore.

Examples of activities of an organization which might be deemed to involve an attempt to influence legislation or intervene in a campaign on behalf of a candidate for public office would be the following: lobbying for legislation; supporting a specific candidate for election or appointment to political office; and supporting any movement which has as an objective the upgrading of the economic status of individual engineers.

If the chairman of any Section or Group fails to furnish the above statement or, in the opinion of counsel, the facts contained therein indicate that the continuance of the affiliation would have an adverse effect on IEEE's tax exempt status, the authorization granted to such Section or Group to make such affiliation shall automatically be terminated upon notice by IEEE Headquarters to the chairman of the Section or Group. Upon such termination, the Section or Group should immediately disaffiliate with the organization, unless it avails itself of the procedures outlined in (b) below.

- (b) If, in the opinion of counsel, the proposed affiliation would have an adverse effect on IEEE's tax exempt status, the chairman of the Section or Group will be so advised by IEEE Headquarters and will not be authorized to affiliate with the organization. However, upon being so advised, the chairman may, if he desires, furnish to IEEE Headquarters, for consideration by the Executive Committee or the Board of Directors, additional documents, data or evidence with regard to the activities of such organization and the desirability, from the standpoint of the Section or Group concerned, of the proposed affiliation. The Executive Committee, or the Board of Directors shall then permit the proposed affiliation if it is finally determined that the affiliation will further the objectives of IEEE. If, however, the Executive Committee or the Board of Directors determines that the proposed affiliation is not in the best interests of IEEE, the affiliation will not be permitted. In either case, the chairman of the Section or Group involved will be notified by IEEE Headquarters.

STATEMENT OF POLICY #2: MEETINGS

2-A Conference Approval

Approval must be obtained from the Executive Committee for all conferences in which (a) exhibits are planned; or (b) there is the intention of drawing substantial attendance from outside the geographical area of a single Section; or (c) a cooperating organization is sponsoring a meeting coinciding with the IEEE Conference and requiring security clearance for admission. The place and date and the subject matter to be covered by the proposed conference are a part of the Executive Committee approval. Sound financial planning, benefit to the membership and absence of conflict with other meetings shall be criteria for approval. Cooperative participation by Sections and Groups is encouraged.

2-B Conference Personnel

All conference chairmen should be members of IEEE. Qualified individuals who are not members of IEEE may serve as non-voting consultants to the Conference Steering Committee and committee chairmen.

All conference requests submitted to the Executive Committee are to contain information as to whether the Section concurs with a proposed Group conference in the Section's geographical area, or whether a Group concurs with a proposed Section conference in the Group's special technical area (see Policy Statements 2-I and 2-J).

Request for approval of conference topic, attendance area, dates and location should be made as far in advance of the proposed conference as necessary to assure reservation of hotel space and other facilities. However, if the request is submitted more than one year in advance of the proposed date of the conference, approved plans are subject to further review by the Executive Committee not later than ten months before the proposed date of the conference. In the event of failure to submit a budget, disapproval of budget, or any other circumstance affecting the advisability of proceeding with the conference as planned, the Executive Committee reserves its right to modify the terms of, or in extraordinary cases to cancel, approval of the conference. Conference chairmen are advised, therefore, to submit budgets to the General Manager as far in advance as is feasible, consistent with analysis of the attendance and financial results of the preceding conference. In the event that the budget can not be submitted at least ten months prior to the proposed date of the conference, the Executive Committee must be notified of the circumstances through the office of the General Manager.

A Group-sponsored conference without exhibits and with a budgeted total expense not exceeding \$1,000.00, shall require approval only by the Administrative Committee of the Group. Information concerning the meeting, including the approved budget, shall be provided to the General Manager at the earliest possible date, but at least 90 days in advance of the meeting. Such small conferences must continue to follow all other policy provisions, especially Policy 2-I; a post-conference report must be supplied for the Executive Committee, and any losses from such conferences beyond the resources of the parent Group must be absorbed by the TAB contingency fund.

Sections in Regions 8 and 9 may take part in conferences sponsored by other societies related to electrical and electronics engineering, which are located within the geographical limits of the Section concerned. This participation will not include administrative or financial responsibility and will be limited to one of the following:

1. "Cooperation" (assist with publicity and encourage individual members to submit papers and attend).
2. "Participation" (to the foregoing add 'direct involvement in organizing the technical program').

If a Section wishes to sponsor or co-sponsor a conference, with administrative and financial responsibilities, advance approval by the IEEE Executive Committee is required, as outlined in the preceding paragraphs. Policy Statements 2E and 2F also apply. A Section may wish to take part, without administrative and financial responsibilities, in a conference sponsored by another society located within the geographical limits of the Section concerned. If the Section wishes to cooperate (as by assisting with publicity and encouraging individual members to submit papers and to attend) or participate in organizing the technical program, the Section Executive Committee may make the decision and commitment without IEEE Executive Committee approval. For IEEE publicity in SPECTRUM and elsewhere and listing in the IEEE Calendar of Meetings, it will be necessary for the Section to submit details, at least three months in advance, to the General Manager.

In conferences of which IEEE is a joint sponsor, chairmen of the conference committees should be members of either IEEE or the co-sponsoring societies. Exceptions to this may be taken only with the consent of the conference policy making committee.

2-C Symposia Associated with General Meetings

A symposium that associates itself with a previously approved conference requires no approval other than the concurrence of the previously approved conference, and submission and approval of the budget by the General Manager. Such symposia will be separately listed in the IEEE Calendar.

2-D Expositions

Expositions may be sponsored by IEEE Sections, Regions, Groups or other units only when held in conjunction with meetings, conferences, or symposia with substantial technical programs and with prior approval, and subject to such conditions as may be imposed by, the IEEE Executive Committee.

2-E Approval of Conference Budgets

1. A budget, showing estimated income and expenses for each IEEE conference or meeting, other than regular meetings, shall be submitted in advance to IEEE Headquarters for approval by the General Manager. It shall be accompanied by an attendance and performance record of the preceding conference, if any. The budget shall be submitted even though the local committee has not asked for an advance from the parent Region, Section, or Group. This procedure shall apply to all conferences defined by 2-A, except as noted herein. Included in the budget should be any items, such as printing and mailing, or other services rendered by IEEE Headquarters.

2. All budgets submitted for approval must be based on non-deficit expectations. However, if a continuing responsible entity, such as a Group or Section, organizes a series of conferences, symposia, or other activities for which individual budgets are required, the total of these activities should be on a self-sustaining basis. The Group, or Section, for sufficient reasons may elect to budget a particular activity on a deficit basis. Such a deficit budget will be approved if properly related to the total fiscal picture.

3. Where Headquarters assists in conferences or meetings which are not the direct responsibility of IEEE, there should be included in the budget any item covering services rendered to the conference by IEEE Headquarters.

4. When a conference committee elects to have IEEE Headquarters handle its publications, the Editorial Department will do the work of preparing the material for the printer and of making the necessary arrangements and supervising the printing job. The charge for these services will be the direct expenses, which include a 25% surcharge, plus the actual printing bill with no surcharge added. Depending on the arrangements made in advance concerning these services, the bill will be charged to either the sponsoring Group(s), Section(s), or the conference.

2-F Surpluses and Deficits

A uniform policy governing the disposition of surplus funds and deficits resulting from the operation of technical conferences in which a Section or Group is the sponsor or co-sponsor, is as follows:

1. For technical conferences of which the Section or Group is the sole sponsor, the Section or Group assumes the entire risk of deficit, i.e., if a deficit is incurred in the operation of the conference, that deficit is chargeable against the Section or Group treasury. Conversely, if a surplus results from the operation, the surplus may be credited to the Section or Group treasury.

2. In conferences of which the Section or Group is a co-sponsor with another organization, the request for approval and the budget must indicate clearly the extent of the participation of the Section or Group in the conference. The Section's or Group's liability for its proportionate share of any deficit, agreed to by all of the co-sponsors, must also be indicated. In addition, the proportion of any surplus payable to the Section or Group, as agreed to by all of the co-sponsors, must be stated.

3. When a conference is sponsored jointly with another engineering society as described in Policy Statement 2A, the Section's financial responsibility shall be limited to the Section's current assets and will not involve Institute general funds. The proportion of any surplus payable to the Section from such conferences shall remain in the Section treasury.

2-G "Open Attendance" at all IEEE Meetings

All IEEE members, irrespective of grade, shall be admitted (upon payment of the appropriate registration fee, if any) to any and all meetings, conferences, conventions, discussion groups, lecture series or other assemblages of which the IEEE is a sponsor or co-sponsor. In furtherance of this policy, the IEEE will not act as sponsor or co-sponsor of any assemblage, participation in which is subject to security clearance.

In the event that another organization sponsors an assemblage requiring security clearance for admission, at times and places related to an IEEE sponsored or co-sponsored conference, for the convenience of some of the IEEE members, there may be cooperation with the other organization under the following circumstances:

- a) The IEEE conference program and all related publicity shall clearly indicate that IEEE is neither a sponsor or co-sponsor of the classified meeting.
- b) The IEEE conference announcements and technical program listing may contain information relating to the classified meeting.
- c) IEEE shall not be involved in any way with the costs of conference room rentals, publication of abstracts, digests or papers, and any other administrative costs related to the organization and registration for the classified meeting(s).
- d) All security correspondence and registration arrangements shall be directed exclusively to the organization responsible for the classified meeting(s).

2-H Naming of IEEE Conferences, Symposia, etc.

The following policies apply to the naming of special technical conferences, symposia, conventions, and similar meetings sponsored by the IEEE or by groups of IEEE members and involving the territory of more than one Section. They do not apply, however, to meetings in which other professional societies join the IEEE as co-sponsor.

1. Inasmuch as the IEEE is, by its Constitution, a non-national society, and inasmuch as meetings are held under IEEE sponsorship in many countries, the adjective "national" shall not be used in the name of an IEEE sponsored conference.

2. A meeting shall qualify for the use of the word "international" in its title if the IEEE Executive Committee is satisfied that the meeting will reflect, to a significant degree, an international character. Ordinarily this would require active participation on the Technical Program Committee of members from at least two nations (three nations in the case of U.S. or Canadian meetings). There should be a reasonable expectation that the technical program will include a significant number of papers from at least one other nation (at least two other nations for U.S. and Canadian meetings), and that review procedures will be applied uniformly.

3. The Executive Committee will approve a conference name with the approval of the date and place, and the approved name shall be used in all publicity, program, and related materials pertaining to the conference.

4. In naming a conference that is one of a series, it is preferable to identify by year rather than by position in the sequence. Examples: 1966 IEEE Conference on Microminiaturization (right); Eighth National Conference on Microminiaturization (wrong).

2-I Initiation of Conferences

Sections are established to serve all of the technical interests of IEEE members residing within specific geographical areas. In order to do this, Sections will sponsor conferences, symposia and meetings of technical interest to the Section members. In cases where a sufficient number of the Section members have a specialized interest to warrant the establishment of a Group Chapter, the needs of the Section members in that special field will ordinarily be satisfied by the organization of symposia, meetings, and conferences by the Group Chapters.

Groups are established to serve a segment of the IEEE membership interested in some identified and limited technical field without regard to geographical boundaries. Principal Group activities are the publication of TRANSACTIONS and the organization of symposia and conferences covering the field of interest of the Group.

It shall be the general policy of IEEE that any symposium and conference on a technical subject within the particular scope of a Group, including those with or without exhibits, that are organized on a non-geographical basis, shall be limited to the province of the respective Group(s). A Section interested in a special symposium or conference, with or without exhibits, may invite the appropriate Group to sponsor or co-sponsor such a meeting in the Section. Similarly, a Group, interested in holding a special symposium or conference, with or without exhibits, in the geographical area of a particular Section may invite the appropriate Section to sponsor or co-sponsor such a meeting.

In either case, the formal concurrence of both Section and Group in the arrangements must be sought and the result reported with the request for IEEE Executive Committee approval to hold the conference. In these instances, it will be appropriate to give the meeting full publicity and to make use of the Group membership lists for special mailings. For related policy, see Statement 2-J.

2-J Sponsorship of IEEE Meetings

1. This policy is to apply to all meetings designed and publicized to draw participation from an area larger than a single Section or contiguous Section.

2. Any issues that develop under this policy that cannot be resolved by the principal parties concerned shall be referred to the Executive Committee for review and adjudication. The respective staff officers shall be responsible for submittal of relevant information and documents for each such issue.

3. The initiating sponsor of a meeting is the Committee Group, Section, or Region that creates the original proposal or conceptual plan. In the event a series of meetings has been co-sponsored for a number of years and the identity of the initiating sponsor is obscure, after the pertinent historical facts have been assembled, the Executive Committee will adjudicate the matter.

If the proposed meeting is to be held within the geographical area of a Section which is not the initiating sponsor, the formal concurrence of the Section Executive Committee should be sought by the initiating sponsor.

4. The initiating sponsor may invite others to join as co-sponsors; the initiating sponsor may not force others to join as co-sponsors. The invitee's decision in such matters shall be final.

5. Others may request the initiating sponsor to admit them as co-sponsors; the requesting entity may not force co-sponsorship on the initiating sponsor. The initiating sponsor's decision in such matters shall be final.

6. In the event two or more IEEE entities mutually agree to join as co-sponsors, the agreement must clearly state the division of administrative and financial responsibility among the co-sponsors. A memorandum of understanding shall be prepared and copies deposited with the Headquarters staff officers directly concerned.

7. The initiating sponsor shall be responsible for the submittal of all items to Headquarters that require action by the Executive Committee or the General Manager. Co-sponsors shall be responsible for keeping their respective Headquarters offices informed.

8. If other organizations assist with the preparation of the technical program but are not otherwise involved with management problems and have no financial responsibility, they shall be listed as technical participants, not as co-sponsors.

9. Meetings co-sponsored by IEEE and other societies require more special treatment than meetings that are entirely within IEEE. However, for such meetings, the concept of the IEEE initiating sponsor will usually apply; sharing of the IEEE responsibilities among two or more IEEE entities shall follow the general rules and procedures outlined above. The IEEE percentage of the surplus (or deficit) from an inter-society sponsored meeting will not be changed whether one or many IEEE entities share in the IEEE sponsorship.

10. The Executive Committee reviews and approves the plans for all major Conferences, including those co-sponsored with other organizations. Only in the event a co-sponsored conference is to be a continuing joint activity shall there be a requirement of a formal charter and approval of appointments through the Inter-Society Relations Committee.

11. The procedures described hereunder will apply to any meeting, lecture series, or similar activity, sponsored or co-sponsored by a Section (or a Chapter or combination of Chapters in the Section) whether of general or specific technical coverage, provided:

(a) The meeting is designed to benefit and to attract attendees from residents in the Section and contiguous Sections (in some cases the geographical area concerned may encompass several states).

(b) The financial plan for the activity is contained within the approved Section budget.

The date of the activity may be scheduled by the Section to suit its convenience. Approval by the IEEE Executive Committee is not necessary. Conversely, the activity will not be listed in the official IEEE calendar.

The budget for the activity should be approved by the Section Executive Committee. The budget need not be sent to IEEE Headquarters for approval by the IEEE General Manager.

It is appropriate that announcements and a call-for papers be published in the Section bulletin (and the bulletins of contiguous Sections). Such information is not deemed to be newsworthy for the SPECTRUM (and PROCEEDINGS) readers and will not be published as a pseudo speakers' bureau type of support by IEEE Headquarters. On the other hand, if a Chapter is involved, the parent Group may elect to carry an announcement in a Group publication. Publication of Program and Registration information shall follow the same procedure.

In accordance with the established policies and procedures concerning mailing lists, the sponsoring Section may utilize lists for all or for any components of the IEEE members residing in the Section and contiguous Sections.

2-K Invitational Meetings

The IEEE recognizes the scientific and educational value of small non-geographic research conferences or workshops of limited attendance, at which an interchange of information takes place among workers at the forefront of a specialized technical area. Such meetings are consonant with IEEE objectives and constitute a proper IEEE activity provided:

1. The conference is announced well in advance through appropriate IEEE channels of communication to those IEEE members who, by reason of their Group or Committee membership, might be potential contributors. Such announcement may indicate that active participation is expected of all attendees and that invitation requires submission of evidence of activity in the field and willingness to contribute.
2. Invitations are issued to all who, in the judgement of the conference organizers, are willing and able to make worthwhile contributions. Those not invited must be admitted if they indicate by a stated date that they wish to attend.

3. No IEEE member who desires to register shall be excluded.
4. The conference has the approval of the Group(s) or General Committee(s) in whose scope the subject lies.
5. The conference is budgeted in accordance with IEEE policies.
6. The conference must establish and announce in advance, and include in the invitations to the meeting, any special ground rules, such as those with respect to reporting and publishing any of the discussions at the conference.

2-L Reciprocal Conference Privileges:

1. IEEE adheres to the EJC pact, whereby members of any society affiliated with EJC and adhering to the pact may register at the prescribed member rate at any conference sponsored by any other society adhering to the pact. Accordingly, the IEEE member rate for all IEEE-sponsored conferences shall apply to members of any of the following societies: ASCE, AIME, ASME, AWWA, ASEE, ASHRAE, AICHE, SAME, AIIE, ASAE, ASM, ASTM.

2. Another organization may join with IEEE in conducting a conference or technical meeting of any type, with three possible levels of involvement: Co-sponsor - share in all responsibilities, including administrative, financial, technical, publicity, and promotional. Participation - no administrative and financial responsibilities, but share others. Cooperation - no administrative, financial, or technical responsibilities, but publicize conference and encourage individual members to contribute papers and attend.

3. The IEEE member registration rate shall apply for members of all such organizations, at any level of involvement.

2-M IEEE Participation in Conferences Jointly with Industrial Associations

It is within the policy of IEEE to participate in joint technical conferences with trade or industrial associations provided such participation will be advantageous to IEEE attending members in advancing and broadening technical competence and experience and provided that the Institute or its participation is not identified directly or indirectly with a commercial purpose.

2-N Industrial Meetings or Functions Held Jointly or Concurrently with Similar Institute Activities

Industrial Seminars Held Concurrently and in the Same City as IEEE Meetings. The Institute's success in fulfilling its responsibilities can be measured by its ability to successfully cope with competition for the interest and time of its membership. To fully meet the needs of its members and to conform with its basic objectives, IEEE must concentrate its attention in support of its own program. It will not be in its best interest to promote, advertise, formally announce or sponsor separate industry technical seminars or sessions running in competition with its own program. Recognizing, however, that many industrial programs have a genuine educational value to IEEE members, there may be situations where joint planning might reduce competition for time between the two kinds of meetings. For example, there may be instances where free time might be planned in an IEEE program allowing members the opportunity to participate in exhibit inspections or industry programs.

Sponsorship by IEEE of Technical Conferences with Other Organizations or Trade Associations. In most cases, joint technical conferences in which IEEE participates will be those involving scientific, technical or educational institutions, or associations, or government scientific or engineering bodies. In these situations it will be appropriate for IEEE, if it desires, to jointly sponsor the technical program. Program committees, etc., may consist of representatives of IEEE bodies as appropriate in addition to representatives of other technical, scientific or educational or governmental sponsors of the conference.

In a few meetings of major significance, IEEE and its predecessors have sponsored conferences jointly with trade or industrial associations. In these instances, however, IEEE should assume primary or preferably exclusive responsibility for the technical program. Technical sessions, seminars, panel discussions, etc., which IEEE sponsors in connection with such meetings should not be advertised or represented as being managed, offered or arranged by specific companies or agencies. As a matter of policy, however, there is no objection to technical sessions in which all papers are presented by engineers from the same companies or agencies if this seems desirable.

2-0 IEEE Sponsorship of Banquets, Luncheons, and Other Social Functions

While financial support by industries of banquets, luncheons and other social functions in connection with IEEE meetings, is frequently carried out through such procedures as ticket sales and dignified advertising, joint managerial sponsorship of such functions by IEEE with specific companies or agencies is inappropriate in view of the Institute's function as an individual member professional society.

2-P Conference Reports

The general chairman of each technical conference or symposium sponsored by an IEEE entity will be responsible for submittal of a summary report within approximately three months after the close of the meeting. Model forms have been approved that provide for the minimum information required; copies of these approved forms are available at IEEE Headquarters. The conference registration list is a desirable appendix to the report.

STATEMENT OF POLICY #3: PUBLICATION OF PAPERS PRESENTED AT IEEE MEETINGS

1. Approval of the IEEE General Manager shall be obtained prior to the publication of papers presented at any IEEE meeting. This is normally done as a part of the conference budget review and approval procedures. The request shall provide full details on methods of printing, costs, sale, and distribution. All inquiries regarding publication by an agency outside IEEE of papers presented at any IEEE meetings shall be directed to the IEEE Managing Editor, and no Section, Group representative, or any other body of the IEEE is authorized to grant such permission. The principal reason for this instruction is the possibility of loss by IEEE of copyrights.

2. The post-conference distribution of publications resulting from conferences, solely sponsored by IEEE, shall be governed by the following procedures:

- (a) Conference publications containing full papers are to be uniformly titled "IEEE Conference Record". The blanks would provide space for the name of the particular conference, and it is recognized that in some cases the year should also be stated in the title.
- (b) Conferences are urged to handle all post-conference sales and inventory of Records, Digest, and Preprints through IEEE Headquarters. In any event, 100 copies of each IEEE Conference publication must be delivered to the IEEE warehouse upon publication to insure that all IEEE publications are initially available from Headquarters.
- (c) The cost of such IEEE conference publications will be borne by the conference or sponsoring entity.
- (d) For each copy of a conference publication which it sells, Headquarters will deduct a standard service charge for storage, postage and handling. The remainder of the income will be credited by Headquarters to the account of the sponsoring entity.
- (e) Headquarters will systematically notify members, libraries, and other potential subscribers by mail of the availability of new conference publications, as well as those in stock. These publications will also be announced periodically in SPECTRUM.
- (f) Before publication of Records, Preprints, and Digests covered by this policy, the respective conference must notify Headquarters on (1) the number of copies to be delivered to the IEEE warehouse for sale, (2) the title of the publication, and (3) the prices to be charged, including the service charge.
- (g) The post-conference selling price to non-members must be greater than the price to members. IEEE recommends that the non-member price should normally be twice the member price. In special situations where the member price must of necessity be comparatively high, i.e., approaching \$10.00, it may be preferable to employ a smaller ratio than 2 to 1 in setting the non-member price, but in no case should the ratio be less than 1.5 to 1.
- (h) Every such publication resulting from a conference will be further identified by an IEEE catalogue number printed on its front cover to be assigned in advance by Headquarters, except those publications that will have no post-conference sales and distribution.
- (i) Every such conference publication, except a collection of abstracts or a digest, shall be copyrighted by the IEEE with Headquarters assuming the responsibility for this action. It is understood that immediate consideration will be given by Headquarters to authors' request for copyright release.

These procedures are suggested as guide lines for IEEE representatives to intersociety conference committees.

STATEMENT OF POLICY #4: IEEE SECTION AND GROUP PUBLICATIONS


Any Section may issue a local publication, and shall inform the IEEE Executive Committee accordingly, and shall provide copies to IEEE Headquarters, as published. Advertising is permitted. The objectives of the publication shall be consonant with the objectives of the IEEE.

Any member who is involved with the publication of any IEEE publication - Section Publication, Group Newsletter, Group TRANSACTIONS, etc. - should be cognizant of certain policies in regard to all IEEE publications. Specifically, material of a political nature or dealing with legislative matters is not permitted in IEEE publications. Unduly commercial material should also be avoided.

Commercial material requiring careful attention, for example, are "Company Profiles" and/or "Industrial Biographies".

Because the IEEE is a non-national society, special care should be taken in using the word "national" in connection with IEEE activities. For example, there is no such thing as national headquarters or a national chairman of a Group, to mention some typical misuses of the term.

STATEMENT OF POLICY #5: IEEE TRADEMARK & COPYRIGHTS

5-A  The IEEE emblem is a trademark owned by the IEEE for the purpose of indicating membership in the IEEE. As owner of the mark, IEEE Headquarters makes available to members, membership pins which bear the mark. IEEE Headquarters also makes available to Sections, Groups, and other IEEE organizational units, letterheads, pennants, and other similar material bearing the emblem. Any form of use of the emblem by members, either as individuals or as IEEE organizational units, which is not supplied by the IEEE Headquarters must be submitted for approval and any form of use which has not received such approval shall be considered an unauthorized use of the emblem. The United States Patent Office has issued Registration No. 770,113 to IEEE for the emblem. When used by members either as individuals or as IEEE organizational units, the emblem must be displayed with an R in a circle as shown above. This is required to give legal notice that the emblem has been registered by IEEE.

5-B The IEEE emblem may be incorporated in the design of awards, or for similar purposes, provided that the total emblem is used without any modification. If the emblem is modified in any manner, including the addition of names or dates within the field of the emblem, the basic IEEE registration will have been violated. The IEEE legal counsel urges that we maintain the integrity of the IEEE emblem.

5-C In order to protect its authors and the Institute, the IEEE copyrights all of its technical material (Abstracts and Digests are optional). After IEEE publication, permission to re-use copyrighted material (with credit to the source) can be obtained by writing to Mr. E.K. Gannett, Director of Editorial Services at IEEE Headquarters.

STATEMENT OF POLICY #6: MAILING LISTS

IEEE membership mailing lists, whether obtained through IEEE Headquarters or through a local Section, may be used only in connection with normal IEEE-sponsored activities, and may not be used for electioneering in connection with any office within the IEEE, or for any political or commercial promotions. Any requests to Headquarters for a mailing list shall state the purpose for which the listing is to be used. A request for an exception to the above rule may be submitted to the IEEE General Manager.

6-A Use and Control of IEEE Mailing Lists

1. IEEE membership lists may be assembled on a geographical basis (e.g., Sections or Regions), technical basis (e.g., Groups), or combinations of these two. A separate policy statement covers requests for lists by outside organizations.

2. The Executive Committee may delegate responsibility to the General Manager for controlling the use of IEEE membership lists. The following delegations of responsibility may be altered only by action of the Executive Committee, except that the General Manager may authorize another to act on his behalf. Blanket approvals may be given for classes of repetitive requests.

3. Lists prepared on cards or in strip list form may be requested by any elected or appointed officer of the IEEE or its subordinate units defined as Section, Chapter, Branch, Council, Region, Group, General Committee of TAB, TAB, Editorial Board, Awards Board, Standing Committee of Board or Executive Committee, provided:

(a) The list will be used only for specific administrative purposes of the IEEE or its subordinate units (including recruitment of members, chapter organization, etc.);

(b) The General Manager (or his authorized staff representative) approves.

4. Geographical lists, in label form, including geographical technical lists, may be requested by any elected or appointed officer having cognizance of the geographical area covered by the requested lists. The General Manager (or his authorized staff representatives) shall verify the validity of the request before processing it. Example: A Section Secretary may order any list or combination of lists involving only members of the Section. These lists may not subsequently be transferred to any outside organization (unless all provisions of the applicable policy on outside usage have been complied with fully, and only upon written approval of the General Manager).

5. Technical lists in label form may be either the highly specific lists of Group members or the more general lists based on the IEEE survey of interest:

(a) Each Group list may be used freely by that Group for its own purposes, as the Group Chairman or his designated alternate may request, except that a Group may not procure a list and subsequently transfer it to an outside organization (unless all the provisions of the applicable policy on outside usage have been complied with fully, and only upon written approval of the General Manager).

(b) A Group list, or any part thereof, may be released to another entity only with the approval of the General Manager or the Group Chairman, or their designated alternates.

- (c) The portion of the IEEE membership interest survey list that is directly related to the technical field of a Group may be utilized by the Group in accordance with Section 5(a).
- (d) Use of the IEEE membership interest survey list, other than as provided in Section 4 and 5(c) shall be administered solely by the General Manager, or in his absence by his authorized deputy. The control specified by Sections 5(a), 5(b) and 5(c) shall be exercised by the General Manager, or his authorized representative.

6. The internal IEEE use of lists assembled on a basis other than geographical and/or technical shall be under the sole administrative control of the General Manager, or in his absence his deputy. Example: a list assembled on the basis of grade of membership, or on the basis of service in particular committees, whether to be used for administrative or mailing purposes, shall require the approval of the General Manager for its preparation and distribution.

7. Nothing in this policy shall be construed as limiting the use of IEEE membership lists by the IEEE Headquarters staff in the fulfillment of approved staff housekeeping responsibilities for IEEE.

6-B IEEE Membership Lists Requested by Outside Organizations

1. IEEE membership lists may be assembled on a geographical basis (e.g., Sections or Regions), technical basis (e.g., Groups), or combinations of these two. A separate policy statement covers the internal control of these lists.

2. The entire IEEE membership list in any form may be released to an outside entity only with the specific approval of the Executive Committee on each such request.

3. Requests for labels by institutions and organizations with scientific, technical, and educational goals are defined in Section 501(c)(3) of the 1954 IRS code, may be honored provided:

(a) The total number of names requested by an outside entity shall not exceed 20% of the total IEEE membership except students;

(b) If feasible, mailings shall be handled through the facilities at IEEE Headquarters. If not feasible, the requesting entity shall have pledged the list will be used only for mailing purposes and that procedures, satisfactory to the IEEE General Manager, will safeguard the sanctity of the list;

(c) Responsible IEEE officers or staff shall have reviewed each case and recommended approval to the General Manager or his deputy;

(d) Direct IEEE cost plus 25% overhead shall be paid by the requesting entity, unless specific approval has been given by appropriate authority for IEEE to absorb all or a portion of such costs.

4. Requests by institutions and organizations other than those covered by Section 3, above, shall be referred to the General Manager. If the Executive Committee has previously acted on an identical type of request, the General Manager may at his discretion follow this example, acting on behalf of the Executive Committee. For all other requests, the General Manager shall seek guidance from the Executive Committee before acting.

5. If IEEE is a full co-sponsor of an activity with outside organizations, requests for membership lists in support of that activity shall be treated as an internal IEEE request. If IEEE is a technical participant (or co-operating society) in the activity, requests for membership lists shall be treated in accordance with Section 3 or 4 above, whichever is applicable to the sponsor of the activity.

6-C Use of IEEE Mailing Lists for Educational Purposes:

IEEE mailing lists can be made available at cost to educational institutions (Internal Revenue Code of 1954, Section 501(c)(3)), for purposes consistent with the aims of IEEE. Lists will be released only with the approval of appropriate authorities, as follows: In the case of a Group Mailing List, upon the recommendation of the Group Chairman; a Section Mailing list, upon the recommendation of the Section Chairman; a Region mailing list, upon recommendation of the Regional Director.

6-D Use of IEEE Mailing Lists for Regional Meetings:

The Executive Committee has delegated authority to the General Manager to authorize release of mailing lists for authorized Regional Meetings."

STATEMENT OF POLICY #7: INSURANCE

The IEEE has arranged through its insurance carrier to have the protection of its Public Liability and Property Damage Insurance extended to cover its Sections, Sub-sections, Regions, Groups and Group Chapters, Student Branches and IEEE members while on IEEE business. This policy provides protection in amounts up to \$250,000 per individual, but not more than \$750,000 per accident in the event of personal injury or death, of a group of individuals regardless of the number involved. The policy also covers damage to, or loss of, any real or personal property up to \$25,000, if occasioned by accident. This coverage is extended to include IEEE sponsored conferences and the IEEE entities involved. Where shuttle buses are used, the conference chairman should forward detailed information to the IEEE Treasurer to be filed with the insurance carrier.

In the event of joint meetings or separate corporations formed for the purpose of holding meetings, the policy covers only IEEE interests in such meetings. The bodily injury liability described does not apply to injury or death of any person incurred while practicing for, or participating in, any athletic or sports contest. Consequently, treasure hunts and the like would not be included under this coverage.

Minor coverages such as fire, theft, etc., shall be placed by the local Section.

It is suggested that IEEE Headquarters be contacted on any question or problem regarding insurance.

STATEMENT OF POLICY #8: BONDING

8-A Bonding of Section Officers

The IEEE has arranged for the blanket bonding of all officers who are responsible for the assets of their Section, with coverage for the total assets as reported to IEEE Headquarters annually on December 31.

The cost of this bonding will be assumed by the Sections at a rate less costly than would be obtained through securing coverage for each individual Section. Charges to be borne by the Sections will be applied against rebates.

8-B Bonding of Conference Officers

The treasurer of an IEEE sponsored conference should be bonded. During peak periods the conference registration chairman, cashiers, and others handling money, may also be bonded. The cost of such bonds will be a part of the conference budget and paid for from conference receipts.

8-C Bonding of Officers of Other IEEE Entities

All officers of other IEEE entities, such as Group treasurers who have the responsibility of handling funds, should be bonded. The cost of these bonds will be paid for by the IEEE entity involved.

STATEMENT OF POLICY #9: NOMINATION AND APPOINTMENT OF IEEE REPRESENTATIVES TO INTERSOCIETY AND SIMILAR ORGANIZATIONS

The IEEE is involved in a large number of activities with outside organizations. Such IEEE involvement may be proposed by any member, committee, or Group; in each case, the Executive Committee reserves to itself the decision to participate, normally with the advice and recommendation of the Intersociety Relations Committee. The Executive Committee will assign, or reassign, among the IEEE Committees and Boards the responsibility for supporting and implementing the decision for IEEE participation. When IEEE is represented by more than one delegate, as appropriate, a coordinator of the delegation will be designated.

The following statement provides guidelines for the nomination and appointment of IEEE representatives for authorized outside activities.

With the approval of the IEEE Executive Committee, each outside activity:

- (a) is classified as being a "technical" or "policy involvement;"
- (b) is assigned to the appropriate IEEE Standing Committee or Board which is responsible for appointing representatives.

Depending upon the category of involvement, the following procedures apply:

9-A Technical Involvement

In practice the IEEE representative speaks as an individual, but the IEEE expects him to seek the consensus of his peers and guidance from directly concerned IEEE Technical entities. Illustrative of this category are appointments to intersociety program committees, United States of America Standards Institute Standards Committees and Engineers Joint Council technical panels. To fill vacancies in the IEEE representations, the Standing Committee or Board assigned the responsibility shall nominate the individual (s) deemed best qualified to fulfill the requirements of the vacancy. For each such nomination, two copies of a nominating letter shall be sent to the General Manager. The letter, or an appendix thereto, shall provide supporting biographical information which particularly highlights training, experience, other appointments, and related activities for the nominee that are relevant to the proposed appointment. If the appointment will demand appreciable amounts of time and effort, including non-reimbursed travel and related expenses, not only should the nominee have indicated a willingness to serve but also his home institution should have agreed to his availability and support. No individual shall acquire permanent tenure in an IEEE appointment;

unless otherwise specified, terms of appointment are for one year. The Standing Committee or Board making the appointment shall be responsible for policing this policy and for exercising some judgment on the performance of the individual concerned as indicated by letter reports or similar documentation. The General Manager shall notify the individual of his appointment by letter in the name of IEEE. Copies of the letter of appointment, along with pertinent background information on the individuals, shall be forwarded to the Intersociety Relations Committee Secretariat for inclusion in the master file of all outside appointments.

9-B Policy Involvement. (IEEE Representative Speaks to Interpret IEEE Policy and to make Commitments in Accordance with Policy.)

Illustrative of this category are appointments to Intersociety steering committees, e.g., the Council of the International Electrotechnical Commission or the Board of the Engineers Joint Council. To fill vacancies in the IEEE representation, the Standing Committee or Board assigned the responsibility shall make nominations, supported by biographical information, plus an indication that the nominee is able and willing to serve if appointed. The Intersociety Relations Committee shall review these nominations and informational material, including any relevant information retrieved from IEEE headquarters records, and shall approve such appointments. Appointments approved shall be confirmed by a letter of the General Manager.

A key part of both procedures is the information in the IEEE Headquarters records concerning the past and current appointments. The staff is charged with the responsibility of maintaining suitable records. To supplement these records, each appointee or coordinator of multiple representation should be requested each year of appointment to submit to the responsible Standing Committee or Board a brief letter report, summarizing activities of the past year. A copy of these should be forwarded to the Intersociety Relations Committee Secretariat.

Once a year, at an appropriate time, the Intersociety Relations Committee Secretariat shall make available to the Executive Committee for review, a comprehensive report of all appointments to outside organizations.

STATEMENT OF POLICY #10: REBATES TO SECTIONS

10-A Method of Payment

The sums described in Section 402.10 of the IEEE Bylaws shall be appropriated to the Sections, or to the Council, if any, with the concurrence of the Sections, twice annually in March and September. The payment will be based on the membership, excluding students, as of December 31 of the preceding calendar year and the meeting report of the preceding calendar year. To be counted, meeting reports must be received in IEEE Headquarters prior to March 1.

10-B Section Technical Conference Requirements

IEEE Bylaws provide for the sponsorship by a Section of Section Technical Conferences (STC). A Section holding an STC may claim credit for four of the five Section meetings required during a calendar year. In addition, the holding of an STC qualifies a Section for one allowance of \$100.00 in a calendar year. The conditions for such credits are as follows:

Section Technical Conference

Qualifies for one \$100.00 meeting allowance and credit for four of the five Section meetings required in a calendar year when all of the following apply:

- 1. Such conferences shall occupy the major portion of a full day or longer.

2. A program of not less than five technical papers, panel discussions, or similar technical presentations are included in the Conference, in addition to social activities, if any. The technical program must occupy a total time of not less than four hours, including discussion periods.

3. The STC is sponsored exclusively by one Section and possibly its own Subsections, Group Chapters or Student Branches. However, the Sections in Regions 8 and 9, may hold STC's in co-sponsorship with national engineering societies in their respective regions.

4. Attendance is drawn from the territory of the Section and its environs. However, when circumstances warrant, this requirement may be waived by the Executive Committee in connection with the approval required for conferences drawing from beyond a Section territory.

General Considerations

A Section obtaining reimbursement for a Section Technical Conference may, in addition, qualify for the meeting allowance specified in the Bylaws of up to \$15.00 per meeting for not more than ten additional meetings of the Section within the calendar year.

Social activities, if scheduled, in addition to the required technical program, are appropriate, but not required. Luncheons, dinners, smokers and awards presentations are considered as social activities for purposes of this statement and do not qualify as parts of the required technical program. Tickets to social activities, if any, may be sold.

Care in scheduling Section Technical Conferences should be exercised to avoid conflicts with other meetings. The responsible Section official should consult the current quarterly issue of the IEEE Master Meeting Schedule before establishing the date of a Section Technical Conference. If a conflict exists, advance notice of this must be given to Headquarters for coordination. Otherwise, the selection of the date and time is at the discretion of the Section. The location must be within the limits of the Section.

At the time reimbursement or Section meeting credit is claimed, the Section Chairman shall certify to the General Manager the conditions under which the meeting was qualified in accordance with this statement and that the reimbursement is properly payable.

STATEMENT OF POLICY #11: SECTION AND GROUP FINANCIAL OPERATIONS

11-A Use of Section and Group Funds

1. Sections, Groups, etc., shall have the right to obligate their funds for all purposes necessary to promote their objectives, and a Section or Group and an officer or representative thereof may make such obligations and commitments provided they are within the terms of a properly approved budget, except that no Section or Group, or any representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind, the IEEE for those activities prohibited in the Section or TAB Manuals or in the Section or Group Constitutions.

2. Money on hand in the IEEE Sections and Groups is the property of the IEEE. Any IEEE Section and Group funds, wherever held, may not be used for:

(a) Payments of any kind for the preparation or presentation of papers, whether to an individual Section or Group, speaker, or author of paper, except for reasonable travel expenses. This policy does not apply, however, to compensation for lecturers or other IEEE-sponsored educational activities where a fee (or tuition) is charged.

(b) Monetary, or equivalent, prizes or awards over \$500.00 for any one individual.

(c) Electioneering of any kind for any IEEE Section or Group office. (See also Policy #21)

(d) Electioneering of any kind for any municipal, county, state or federal office.

(e) Commercial promotional activities.

(f) Donations of a philanthropic nature, including scholarships, unless authorized in advance by the IEEE Executive Committee in accordance with Policy Statement 11-D, below.

(g) Personal or commercial loans of any kind, for any purpose.

(h) Purchase of real estate, without prior authorization from the IEEE Executive Committee.

(i) Investment of surplus funds, without prior authorization from the IEEE Executive Committee.

3. Should a reasonable and urgent need arise for a waiver of any of the prohibitions listed above, a request for such waiver may be submitted by the Section or Group Executive Committee to the IEEE Executive Committee. Pending the decision of the IEEE Executive Committee on the request for waiver, no action contrary to the policy stated above may be taken by the Section or Group.

11-B Voluntary Contributions

Voluntary contributions may be accepted by Sections and Groups.

11-C Financial Statements

Each Section shall forward to the General Manager of the IEEE and to the Regional Director Financial Statements as they are required by the IEEE Headquarters.

Financial Reports of Sections must be returned to IEEE Headquarters on a calendar year basis because the IEEE must report on all assets and the earnings thereon of Sections in the United States, to the U.S. Internal Revenue Service, on a uniform basis.

Most Section Treasurers come into office at or near the middle of the year, which implies that Treasurers must make two Reports of the financial condition of the Section: one (addressed to the Section) at the end of his term of office for the transfer of information and responsibility to the incoming Treasurer, and one (addressed to Headquarters) at the end of the calendar year.

The IEEE Executive Committee recommends that each Section Treasurer render a report at the conclusion of his term of office so that the incoming Treasurer will have a firm basis on which to start his work. The rendering

of this second report, at the conclusion of the Section Treasurer's term of office, is at the discretion of the Section, and should be clearly dealt with in the Section Bylaws.

The only Institute-wide requirement is that all Sections in localities under the jurisdiction of United States law (those in Region 1 through 6 inclusive) must submit to Headquarters by February 15 of each year, a report of the financial status of the Section as of December 31 of the prior year. It is preferable, but not mandatory, that an additional financial report be rendered by the Treasurer at the conclusion of his term of office. To assist Headquarters in summarizing the financial status of all Sections, Sections in Regions 7, 8, 9 and 10 should also submit by February 15 a financial report as of December 31 each year.

Group funds are normally held at IEEE Headquarters, and statements will be furnished not less frequently than quarterly. In the event a Group holds funds other than at Headquarters, the Group treasurer shall render quarterly statements.

11-D Contributions From Section and Group Funds

A uniform policy governing all contributions of Section and Group funds to any organization or individual, is as follows:

1. No direct or indirect contribution of Section or Group funds to any organization or individual may be made without prior permission of the IEEE Executive Committee.

2. The request for permission to contribute Section and Group funds should be addressed to the General Manager, for the attention of the Executive Committee, and shall contain the following information:

(a) The purpose of the proposed contribution;

(b) The amount and source of the funds to be contributed;

(c) The name, location and other pertinent information concerning the grantee organization or individual. In the case of a contribution to an organization or individual to be selected after permission is granted (as in the case of scholarships, fellowships, grants-in-aid, etc.), the qualifications to be met by the grantee, when selected, must be stated.

(d) A statement of the reciprocal benefits to be enjoyed by the IEEE and the grantee as a result of the proposed contribution.

3. This policy applies to any contribution of any asset held by the Section or Group, including money, securities, and the interest, dividends or other earnings on these assets. The policy also applies to funds loaned by the Section or Group to the grantee. The proposed contribution in this case is interpreted as the earnings which might have been realized if the funds in question had been invested by the Section.

4. No contribution shall be approved for any purpose other than to further the scientific, literary and educational objectives of the IEEE, as stated in the IEEE Constitution, Article 1, Section 2.

5. Permission to make contributions on a recurring or continuing basis (such as annual scholarships) may be approved by the Executive Committee, provided that the request shows that the funds needed in future years will be available from resources of the Section

or Group to be set aside for this purpose.

6. Any change in the terms of the contribution as listed in paragraph 2 above, which occurs after permission to make the contribution is granted, must be promptly reported to the IEEE Executive Committee.

11-E Financial Assistance to Local Student Branches

Section funds may be used to supplement the operation of local Student or Student Associate Branches.

STATEMENT OF POLICY #12: REGION/SECTION/GROUP/CHAPTER RELATIONS

The Section, in its territory, is the primary organization of the IEEE. The Sections, as represented in the Regional Committees, under the Regional Directors, may give mutual aid in the solution of problems, the holding of Sectional or Regional conferences or meetings and in submitting common problems or suggestions to the Board of Directors. Individual Section problems of major importance may also be referred to the Board of Directors at any time.

The Group promotes the technical interest of its members on an international basis, through symposia and conferences and publication of its TRANSACTIONS. Its activities on the local level are delegated to its Chapters, each of which is created and operated as an activity of the Section.

When a Group or any other IEEE entity wishes to sponsor a meeting in the geographical area of a particular Section, the initiating entity should seek the concurrence of the Section. (See Policies 2-I and 2-J above.) Where a Chapter of the sponsoring Group exists within the Section, it shall be the means of providing liaison between the Group and the Section.

STATEMENT OF POLICY #13: UNIFORM EMPLOYER IDENTIFICATION NUMBER ASSIGNED BY THE INTERNAL REVENUE SERVICE (Applicable only in the U.S.A.)

The Internal Revenue Service has assigned a uniform employer identification number to be used by all Sections of the IEEE, Groups, Conferences, etc., holding funds on deposit outside of the IEEE Headquarters treasury. This number, 13-6117748, should be used whenever a Region, Section, Group or IEEE entity is called upon to furnish a taxpayer identifying number in accordance with Section 6109 of the 1954 code.

STATEMENT OF POLICY #14: INTERNAL TAX PROCEDURES (Applicable only in the U.S.A.)

Uniform tax procedures among the IEEE Sections have been established as follows:

14-A Federal Exemption Applications

IEEE is exempt from Federal tax as an organization described in Section 501(c)(3) of the IRS Code of 1954. No Section should make a separate application for exemption from tax, but if any Section is requested by a local office of the Internal Revenue Service to do so, IEEE Headquarters should be notified immediately.

1. Annual Information Returns - Form 990-A: Form 990-A is the annual information return which is required to be filed by all organizations described in Section 501(c)(3) of the Internal Revenue Code of 1954. IEEE Headquarters annually files a group return on Form 990-A on behalf of all its domestic Sections, and consequently, it is not necessary for any Section to file Form 990-A with a local office of the Internal Revenue Service. If any Section is requested by a local office of the Internal Revenue Service to file a Form 990-A, the Section should advise the local office that on or before March 15, IEEE Headquarters intends to file Form 990-A on behalf of the Section. If any further questions are raised by the Service, the Section should contact IEEE Headquarters.

2. Employer Returns: If any Section makes any payments to an employee it will generally be required to withhold and pay over both Federal income and social security taxes. Consequently, any Section which makes payments to employees will be required to obtain and file some or all of the forms mentioned below. Also, in most cases, it will be necessary to withhold and pay over certain state taxes (i.e., income, disability and/or unemployment taxes) and the rules with respect to such withholding will generally differ from the rules applicable to the withholding of Federal income and social security taxes. Local counsel should be sought regarding the correct procedures for the withholding and paying over of local taxes.

(a) Form 941: If a Section is required to withhold Federal income taxes or social security (F.I.C.A.) taxes from wages paid to an employee, the Section must file a quarterly return on Form 941 with the local office of the Internal Revenue Service. Form 941 is due to be filed on April 30, July 31, October 31 and January 31 of each year with respect to the preceding calendar quarter.

(b) Form 450: If the amount of social security taxes and the amount of income tax withheld by any Section for any month (except the third month of a quarter) exceeds \$100, the Section must deposit such monies with the Federal Reserve Bank which serves its district or with a commercial bank authorized to accept such deposits for transmittal to a Federal Reserve Bank. It will be necessary for the Section to fill out a Federal Depository Receipt, Form 450, and mail it together with a single remittance covering the amount of taxes to be deposited, to the appropriate bank. The names of the appropriate depositories may be obtained at any local bank or Federal Reserve Bank. Deposits should be made within 15 days after the close of the first two months of any quarter or, for the third month of any quarter, prior to the filing of the Form 941 with respect to that quarter.

(c) Forms W-2 and W-3: If any Section is required to withhold Federal income tax and social security taxes, it must furnish two copies of the withholding statement, Form W-2, to each employee from whom income taxes have been withheld, or would have been withheld if he had claimed no more than one withholding exemption. In connection therewith, the Section must use the IEEE employer identification number (see Statement of Policy #13). Copy A of Form W-2, together with Form W-3, reconciliation of income tax withheld from wages, must be transmitted to the District Director together with Form 941 for the last quarter of the calendar year.

(d) Form W-4: In the case of each new employee the Section must request him to furnish a withholding exemption certificate, Form W-4, on or before the commencement of his employment with the Section. If an employee fails to furnish such a certificate, the Section must withhold tax as if he had claimed no withholding exemptions.

(e) Forms 1099 and 1096: In general, if any Section makes a separate payment of compensation for services rendered totalling \$600 or more in a calendar year and such payment is not subject to withholding of Federal income tax and is not reported on a withholding statement (Form W-2), the Section must file an information return on Form 1099, together with transmittal Form 1096, with respect to such payment. Forms 1099 and 1096 should be filed on or before February 28 of the year following the close of the calendar year during which the payment was made. A payment to an independent contractor, as distinct from an employee, should be reported by the Section on Form 1099 and not on Form W-2.

14-C State Income Tax Returns

The fact that a particular Section is exempt from Federal taxes does not necessarily mean that it is also exempt from state taxes. Furthermore, certain states may require the filing of particular information returns. Each Section should, through the aid of local counsel, ascertain whether it is complying with the applicable state laws.

14-D Annual Accounting Period

The annual accounting period or fiscal year for IEEE Headquarters is the calendar year. In order for IEEE Headquarters to be able to file a report on behalf of all its entities, and to maintain a uniform means of internal accounting for IEEE, it is necessary that there be a financial statement from each Group and Section at the end of each calendar year. However, the start of the Group fiscal year on July 1 and the Section fiscal year may coincide with the start of any one of the quarters of the fiscal year of the IEEE.

STATEMENT OF POLICY #15: LADIES AUXILIARIES

There is no objection to the establishment of Ladies Auxiliaries. These must be operated on an informal basis and shall be financially self-supporting. The use of the IEEE emblem, or modification thereof, is not authorized in connection with the activities of Ladies Auxiliaries.

STATEMENT OF POLICY #16: REIMBURSEMENT OF TRAVEL EXPENSES OF REGIONAL COMMITTEES AND STUDENT BRANCH PERSONNEL

Bylaw 401.13 provides that "Partial reimbursement as authorized by the Executive Committee of actual and necessary expenses will be provided to attend one Regional Committee meeting each year for those authorized to attend."

Bylaw 407.16 provides that "Partial reimbursement of actual and necessary expenses may be authorized by the Regional Director for the Counselor of each Student Branch, for the Student Branch Chairman and the Student paper first prize winner, if any, from any Branch to attend one meeting within his Region each year."

Reimbursement of travel expenses under the above two bylaws will be made only upon presentation to Headquarters of a travel expense report, on a form provided by Headquarters. The maximum reimbursement shall be limited to an amount determined by the following mileage formula:

17.5 cents per mile, one way, for 600 miles or less and 13.5 cents per mile for the remaining one-way distance of the trip. The mileage shall be measured on a straight line (not actual route miles) from origin to destination, on a map scaled at not less than 35 miles to the inch. IEEE Headquarters has such a map and the staff will compute the reimbursement in each case. Note that the computation is based on the one-way distance from origin to destination, not the round trip distance.

STATEMENT OF POLICY #17: GROUP, REGION, SECTION AND COUNCIL AWARDS

1. Each Group, Region, Section and Council is responsible for policies governing arrangements for, and financing of, awards within their respective Group, Region, Section or Council. Headquarters will maintain a central file indicating award specifications, what the award consists of, and selection criteria and procedures. Filing of this information with Headquarters shall be prerequisite for any award presentation.

2. In the case of awards based solely on past accomplishments, recipients are not required to include the value or amount of the awards in their gross income. Section 74(b) of the Internal Revenue Code of 1954 provides in part that:

"Gross income does not include amounts received as prizes and awards made primarily in recognition of...scientific, educational...achievement... if -

- (1) the recipient was selected without any action on his part to enter the contest or proceedings; and
- (2) the recipient is not required to render substantial future services as a condition to receiving the prize or award."

3. Amounts paid to recipients of "Student Prize Paper Awards" constitute taxable income to the recipient because of their actions in entering the particular contest. If any particular award exceeds \$600, IEEE must file information return Forms 1099 and 1096 with respect thereto.

4. A joint Awards Board/TAB report developed policies that have been adopted for Group Awards:

- (a) Complete information on all Group Awards including the criteria, the awards and the timing shall be filed with the Awards Board by each Group before being put in effect so that a complete record of all IEEE awards may be maintained.
- (b) All proposals for the establishment of Group Awards shall be forwarded to the Awards Board for approval. (At the time a Group proposal is forwarded to the Awards Board, an information copy will be sent to the TAB Chairman and Secretary. The Awards Board will consider any comments from the TAB Chairman and, having acted on the award proposal, will notify both the Group and TAB Chairman.) Neither the Awards Board nor the Technical Activities Board shall have jurisdiction as to the selection of recipients for Group Awards.

(c) The total of all awards in any year by one Group shall not exceed 3% of the Group's annual budget, or \$500, whichever is larger. No single Group award may exceed \$500.

(d) Cash awards from funds contributed by sources outside the Group may be administered by a Group after approval by the Awards Board. The general feeling is that any Award exceeding \$500 should preferably be made a general IEEE award rather than a Group award, if the donor agrees.

(e) The time, place and circumstances of Group Awards should be left to the Groups, but information on this should be available to all Groups.

(f) Information about approved Group Awards should be made available to all Groups for guidance in their plans.

STATEMENT OF POLICY #18: RECRUITING AT CONVENTIONS AND EXPOSITIONS

Conventions and their associated expositions are among the important ways IEEE seeks to carry out its objectives as a scientific and educational institute chartered in the public interest. Any attempt by members or others to use these occasions for private and commercial purposes is contrary to the Constitution, Bylaws, and established policies of the IEEE, and is at all times to be actively discouraged and prevented. It is essential that members and employers of members of the IEEE understand and respect this policy; they are urgently requested to cooperate in its application.

Such cooperation is particularly desirable in the elimination of organized, high pressure recruiting of engineering personnel at the conventions and expositions of the IEEE. The practices associated with such recruiting, including those listed below, are contrary to the scientific and educational purposes of the IEEE, detrimental to the pursuit of those purposes, and demeaning to the professional dignity of its conventions. Among such objectionable recruiting practices are the following:

- (a) Publishing, posting or distributing advertising material announcing employment interviews especially for those attending the convention.
- (b) Conducting public recruiting activities tending to divert attention from the business of the convention.
- (c) Offering and providing excessive hospitality and entertainment as a recruiting device.
- (d) Using display booths in the exposition or otherwise subverting the facilities of the convention for organized recruiting purposes.

Officers, convention committees, staff of IEEE, and their hotel and exposition managements are instructed to prevent such practices in any areas under their control and supervision. Organizations, agencies and individuals engaged in the employment and personnel placement activities are requested to cooperate in the observance of this policy and so to avoid unwelcome intrusion on a professional meeting. Such cooperation will afford members of IEEE evidence of respect not only for the purpose of their organization and its meetings, but also for their personal dignity and integrity as professional men.

STATEMENT OF POLICY #19: ACCEPTANCE OF FUNDS FROM FOUNDATIONS AND GOVERNMENT AGENCIES

No organizational unit or individual member of IEEE acting in an IEEE capacity, shall approach any Government agency for grants or contracts for operating activities without prior approval of the Executive Committee. Applications by conference chairman for travel grants are specifically excepted; these applications are to be approved by the General Manager.

The IEEE may accept outside financial support from foundations or government agencies, when such support is for activities of a technical and educational nature available to the entire membership and of interest to a considerable segment.

Outside support is acceptable when such activities involve such considerable expense in service to non-members that support by the Institute alone would be inappropriate. Such activities might include publication of interdisciplinary periodicals, holding of special symposia, translation of journals and the like. Termination of outside support should not leave the Institute with commitments it cannot meet.

STATEMENT OF POLICY #20: NOMINATION OF CANDIDATES FOR ELECTIVE OFFICES AND STANDING COMMITTEES AND BOARDS

1. Elective Office. The Bylaws provide that the Secretary of the IEEE shall circularize the various IEEE organizational units each year inviting the submission of suitable candidates to be considered by the Nominations and Appointments Committee for the various elective offices of the IEEE. The Call for Nominations shall specify the deadline date for submission and shall indicate the name and address to which the nominations shall be mailed.

2. Standing Committees and Boards. All organizational units of the IEEE are encouraged to submit the names of candidates eligible to serve IEEE on the Standing Committees and Boards, which are vital to the conduct of IEEE operations. At the appropriate time, the Call for Nominations for such appointments will be issued, and all organizational units of the IEEE are urged to cooperate in these important efforts by submitting the names of qualified candidates to the Nominations and Appointments Committee or to the Executive Committee.

3. Schedule of IEEE Elections and Appointments. The current schedule of IEEE Elections and Appointments, and the respective deadline dates, appears on Page Q of these IEEE Policy Statements.

4. To provide the widest opportunity for qualified members to serve on Standing Committees and Boards, a rotation procedure has been established. Members of Standing Committees and Boards and any sub-committees of the Standing Committees and Boards, shall be appointed for no longer than three consecutive years, with approximately one third of the members to be appointed each year. An outgoing Chairman may be appointed to membership for one year following his term of office as Chairman, irrespective of the duration of his prior service. A Chairman shall not be appointed to serve more than two consecutive terms as Chairman. Exceptions to these limitations will be considered by the Executive Committee, or Board of Directors, on the basis of the nominator's recommendation, provided that it is accompanied by a detailed statement of pertinent circumstances.

STATEMENT OF POLICY #21 ELECTIONEERING

Organized electioneering such as the publication of brochures or the holding of meetings for this purpose, is not permitted. IEEE members are requested to refrain from such activities and no funds of any IEEE organizational unit may be used in support of such activities.

The use of funds of any IEEE entity for electioneering purposes for any office, including both IEEE offices and municipal, county, state, or federal offices is strictly prohibited. (See Statement of Policy #11-A(c) and (d) above.)

STATEMENT OF POLICY #22 INTERNATIONAL ACTIVITIES

It is the policy of the IEEE to accept as members technically qualified individuals of any nationality regardless of geographical or political considerations.

It is the policy of IEEE to cooperate and not to compete with existing national societies.

Since customs and legislation in connection with professional societies differ in various countries, it is the policy of the IEEE that special provision may be made in the Bylaws in order to provide appropriate technical activities for its members residing in different countries.

Appropriate IEEE organizational units may, upon request appoint representatives to national agencies of a technical nature in any country, subject to approval of the Executive Committee. Appointees will represent IEEE only insofar as its activity in that country is concerned.

STATEMENT OF POLICY #23 REGISTRATION OF ENGINEERS

The IEEE is concerned with registration of engineers only from the standpoint of the protection which such registration may afford to the public. It is not concerned with enhancing the legal, economic, and public relations status of individual engineers. For those of its members who are actively interested in these latter professional aspects of engineering and professional registration, the IEEE Board of Directors recommends that they also consider membership in professional organizations primarily concerned therewith.

The Board of Directors of IEEE recognizes the need for legislation covering the offer of engineering services to the public when such practice directly involves the health, welfare, and safety of the public. In furtherance of this policy, the Institute of Electrical and Electronics Engineers, Incorporated:

1. Offers advice and assistance to boards of engineering examiners and similar agencies;
2. Approves the concept of uniform laws as being in the public interest;
3. Recommends that in the requirements for the practice of engineering there shall be a minimum of restrictions of a legal nature in the functioning of qualified engineers;

4. Recommends that, upon request, committees of IEEE members cooperate with appropriate agencies in the development of sound registration examinations which will adequately protect the public interest.

In addition to the above, the following actions are suggested on a permissive basis:

5. Each IEEE Section may cooperate with boards of engineering registration or other appropriate agencies in the dissemination of educational information concerning registration;
6. IEEE Sections may consider sponsoring or cooperating with other groups in conducting educational refresher courses as preparation for registration examinations;
7. IEEE Student Branches may devote some time to the subject of professional development with special emphasis on the purpose of registration from the standpoint of protection of the public interest, the standards required for such protection, and the procedure in applying for registration.
8. In addition to contributions from others, the IEEE Professional Relations Committee may provide educational information on registration of professional engineers to be published in IEEE periodicals at appropriate times.

BOARD OF DIRECTORS

Elected by members:
 President
 Vice President
 Junior Past President
 Senior Past President
 Directors-at-Large (6)
 Regional Directors (9)

Elected by annual Assembly: *
 Vice President - Publication Activities
 Vice President - Technical Activities
 Secretary
 Treasurer
 Director-at-Large (3)
 Director, Region 10

EXECUTIVE COMMITTEE APPOINTMENTS

Admission and Advancement Committee
 Education Committee
 Finance Committee
 History Committee
 Membership and Transfers Committee
 Professional Relations Committee
 Sections Committee
 Student Branches Committee
 Technical Activities Board

* Group Chairmen are members of TAB as elected by the respective Groups.

BOARD OF DIRECTORS APPOINTMENTS

Awards Board
 Executive Committee
 Fellow Committee
 Intersociety Relations Committee
 Life Member Fund Committee
 Nominations and Appointments Committee
 Publications Board
 Tellers Committee

DEFINITION OF ROLES OF PUBLICATIONS

IEEE SPECTRUM provides the primary link between the IEEE and all of its members, enabling them to keep in contact with:

- 1) technical progress in fields of interest of the IEEE other than their own specialty,
- 2) the activities of the Institute and its members,
- 3) the contents of the Institute's other technical publications and
- 4) the products of the electrical/electronics industry.

Technical articles published are selected for their interest to major numbers of members and for their readability.

Group TRANSACTIONS and JOURNALS provide the means by which the IEEE member keeps abreast of the advances in a specific field of specialization. Their mission is to disseminate and record new scientific and technical information for both present and future members of the profession.

PROCEEDINGS OF THE IEEE provides a link by which workers in the forefront of the many technical fields of the IEEE may communicate with technically active members in their own and other fields at an advanced technical level. The mission is to provide information services in new technical areas, in areas not served by a single Group, or to bring the progress in the field of a Group to a larger segment of the total members than that of the Group.

IEEE STUDENT JOURNAL provides technical articles and other material to students in colleges and technical institutes which will give them greater familiarity with the profession they are about to enter, and in particular, will assist them in choosing and pursuing a career in electrical and electronics engineering.

Conference publications are intended primarily to serve the attendees of IEEE sponsored technical meetings by providing them a written record of the oral presentations. The written records may be in the form of a DIGEST, a CONFERENCE RECORD, or individual preprints of papers. To a lesser extent, conference publications may also serve those unable to attend meetings of interest to them and provide a record for future reference.

Section publications provide a link between the IEEE member and his local IEEE Section, enabling him to keep informed about:

- 1) activities of the Section, including especially the time, location and program of forthcoming Section and Group Chapter meetings,
- 2) news of people or events within the Section locality of professional interest to IEEE members, and
- 3) available technical products and services.

Special publications are required from time to time to meet specific technical needs that cannot be properly fulfilled by any of the foregoing publications. Chief among these are Standards and Handbooks developed by the technical committees of the Institute.

JANUARY

Annual Assembly elects 8 Directors.

Executive Committee appoints Chairmen and members of Committees and Boards.

Board of Directors appoints Chairmen and members of Committees and Boards.

IEEE Secretary to issue reminder notice that February 1 is deadline date for submission of names of candidates to be considered by Nominations and Appointments Committee for the elective offices.

FEBRUARY

Names received from call for nominations submitted to the Nominations and Appointments Committee.

MARCH

Nominations and Appointments Committee to submit list of proposed candidates for the elective offices to the Board of Directors in time to fulfill the requirements of Article XII of the Constitution.

Board of Directors to approve names of nominees to appear on the ballot.

APRIL

Regional Committees to submit names of nominees for Regional Directors by April 30. These names to be reported to the Board of Directors by memorandum; names to be added to the ballot.

Call for nominations issued to Section and Group Chairmen and Secretaries for Standing Committee and Board appointments. Deadline date for submission: June 1.

Chairmen of Standing Committees and Boards requested to submit recommendations for Chairmen and members by June 1. (Proposed Chairmen to indicate willingness to serve, if appointed.)

JUNE

Names of nominees to appear on the ballot to be published in the June SPECTRUM, together with deadline date for submitting nominations by petition. (The deadline is the Friday prior to August 15.)

Names of candidates for Chairmen of Committees and Boards forwarded to Executive Committee.

Candidates for Chairmen forwarded to Nominations and Appointments Committee for review.

JULY

Nominations and Appointments Committee to submit report to the Board of Directors, recommending appointment of Chairmen of Committees and Boards.

AUGUST

Executive Committee to review and recommend appointment of Chairmen of Committees and Boards.

Board to review and recommend appointment of Chairmen of Committees and Boards.

Chairmen-elect furnished with all nominations received, and requested to submit recommended slates by October 1.

Chairmen-elect furnished with all nominations received, and requested to submit recommended slates by October 1.

SEPTEMBER

Ballots mailed to voting membership.

OCTOBER

Only ballots received before 12:00 o'clock noon on the first working day following October 31 shall be counted.

Recommendations from Chairmen-elect forwarded to Executive Committee.

Recommendations from Chairmen-elect forwarded to Nominations and Appointments Committee.

Nominations and Appointments Committee to submit report to the Board of Directors, recommending appointment of members of Committees and Boards.

NOVEMBER

Tellers Committee to report results of the election to the Board of Directors.

Executive Committee to review and recommend appointment of members of Committees and Boards.

Board of Directors to review and recommend appointment of members of Committees and Boards.

IEEE Secretary issues call for nominations to be considered by the Nominations and Appointments Committee for the elective offices. Deadline date for submission: January 15.

DECEMBER

Nominations and Appointments Committee to recommend candidates to be elected by the annual Assembly.

SPEAKERS DIRECTORY

The papers listed in this Directory have been considered by the Chairman of IEEE Sections as the most outstanding of those presented at the respective Section, Sub-section and Group Chapter meetings during the past year. (For further information on individual papers, please contact Section Chairman or Section Program Chairman, as indicated.)

REGION 1

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Connecticut	Prof. D. Allan Bromley, Dir. Arthur W. Wright Nuclear Lab. Yale University New Haven, Conn.	"MP II Tandem Van De Graaff Accelerator"
	Dr. Benjamin B. Bauer CBS Laboratories, Inc. 227 High Ridge Road Stamford, Conn. 06905	"High Fidelity Components and Systems" "Acoustics"
	Robert York Chapman, Dir. New England District ARRL 28 South Road Groton, Conn.	"Amateur Radio"
	-Dr. Jack Dunlap Dunlap Associates Darien, Conn.	"Technological Creativity"
	-Dr. B. J. Rothlein Norden Div. UAC Helen Street Norwalk, Conn.	
	George A. Hanlon, V.P. Whitney Blake Co. New Haven, Conn. 06514	"An Engineer Tries to Run a Business"
	Clifford E. Hawkins Space Science Lecturer NASA Cambridge, Mass.	"NASA Spacemobile Presentation"
	Program Chairman	Elliot J. Wilcox Southern New England Telephone Co. 300 George Street, 9th Floor New Haven, Conn. 06511
Ithaca	Prof. D. C. Youla Polytechnic Institute of Brooklyn Route 110 Farmingdale, L. I., New York	"Interpolation with Positive Real Functions"

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Ithaca (Cont'd.)	Prof. S. J. Mason MIT 77 Massachusetts Avenue Cambridge, Mass.	"Progress on a Reading Machine for the Blind"
	J. A. Haddad IBM Corp. Armonk, N. Y.	"Computer Technology and Engineering: Past, Present, Future"
	Prof. R. E. Machol Graduate School of Business Admin. Northwestern University Evanston, Illinois	"The Assignment Problem"
	Program Chairman	Terrence Fine School of Electrical Engineering Cornell University Ithaca, N. Y. 14850
New Hampshire	Edward Bullock General Electric Co. 930 Western Avenue W. Lynn, Mass. 01905	"Fuel Cells"
	Norman Hoglund New England Electric System Worcester, Mass.	"Radio Interference from Power Lines"
	Raymond Hollis Sanders Associates Canal Street Nashua, N. H.	"Reliable by Design"
	Program Chairman	S. G. Scott Public Service Co. of N. H. 46 Congress Street Portsmouth, N. H.
Princeton	Clarence D. Tuska 401 Mercer Road Princeton, N. J.	"Amateur Wireless to Amateur Radio 1907-1922"
	Martin Uman Westinghouse R&D Center Pittsburgh, Pa.	"Lightning, Ball Lightning, and UFO's"
	Enoch J. Durbin 246 Western Way Princeton, N. J.	"A Scientist's View of Viet Nam"
	Program Chairman	G. B. Herzog RCA Laboratories Princeton, N. J.
Worcester County	Thomas B. Foley Simplex Wire & Cable Co. Cambridge, Mass.	"New Polyethylene Applications, Through 138 KV"

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Worcester County (Cont'd.)	John D. Husher, Manager Planar Devices, Sprague Elec. Co. Worcester, Mass.	"Integrated Circuits - Their Impact on Industry"
	Program Chairman	Howard H. Brown Vee-Arc Corporation 50 Milk Street Westboro, Mass. 01581
<u>REGION 2</u>		
Delaware Bay	Charles A. Achey, Jr. Greist Building Lancaster, Penn.	"Your Handwriting Shows"
	Dr. W. Stanton Kip CC&S #2, Room 2540 General Electric Company Valley Forge Space Tech. Ctr. Valley Forge, Pa. 19406	"Space Medicine"
	Dr. Stanley L. Quick Deep Submergence Program Westinghouse Electric Corp. Systems Operation Division Baltimore, Md. 21203	"Deep Ocean Engineering"
	Program Chairman	V. J. Maggioli E. I. DuPont de Nemours & Co. Engineering Department Louviers Building Wilmington, Del. 19898
Lima	Ted M. Heinrich Westinghouse Electric R&D Ctr. Pittsburgh, Pa.	"Solid State Motor Speed Control"
	Program Chairman	Otto Apfelbeck Westinghouse Electric Corp. Box 989 Lima, Ohio 45802
North Central Ohio	-Peter Kyle	"How Computers Affect the Engineer"
	-Cort Hepner IBM Corporation Mansfield, Ohio	"Computer Programs & Computerized Graphics"
	Dr. Richard E. Kuba North Electric Company 1090 W. Henderson Road Columbus, Ohio 43214	"Recent Developments in Power Supply Systems"
	Program Chairman	Earl W. McCleerey Westinghouse Electric Corp. Mansfield, Ohio

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
West Virginia	James B. Potts Communications Satellite Corp. 1835 K Street, N. W. Washington, D. C. 20006	"Satellite and Ground Station Program"
	J. W. Johnson Eastern Research Labs. Atlantic Richfield Co. Philadelphia, Pa.	"Composition of Modern Motor Oils"
	W. G. Butler, Chief Controller Kanawha Airport Charleston, West Virginia	"Air Traffic Control"
	Program Chairman	T. J. Wills Union Carbide Corporation P. O. Box 8006 South Charleston, W. Va. 25303

REGION 3

Atlanta	E. J. Martin Communications Satellite Corp. Washington, D. C.	"Satellite Communications for Aeronautical Services"
	Dr. R. H. Brown Agricultural Engrg. Div. University of Georgia Athens, Georgia	"The Agri-Challenge to Electronics"
	Bernard E. Keiser Kennedy Space Center RCA Service Co. Cape Kennedy, Fla.	"Spaceport Communications - Present and Future"
	Program Chairman	W. L. Lamb Southern Bell Tel. & Tel. Co. Hurt Building, Room 539 Atlanta, Ga. 30303
Central North Carolina	J. W. Timko, Head Mathematical Department Bell Telephone Labs. Lexington Road Winston-Salem, N. C.	"The Cathode Ray Tube as a Graphical Input/Output Device"
	Dr. Robert J. Menzies, Dir. Oceanographic Program Duke University Marine Lab. Beaufort, N. C. 28516	"Biological Engineering Requirements for Deep-sea Research"
	Dave F. Palmer Radiation Systems Lab. Research Triangle Park Durham, N. C. 27709	"Surveyor's Landing--Control Radar"
	Program Chairman	C. C. Willhite Bell Telephone Laboratories 204 Graham-Hopedale Road Burlington, N. C. 27215

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Charlotte	F. A. Jenkins, Manager Transmission-Substation Engrg. P. O. Box 2178, Duke Power Co. Charlotte, N. C. 28211	"Transformer Noises - Complaints-Causes-Cures"
	Program Chairman	Don Dardnell General Electric Co. Wachovia Bank Building Charlotte, N. C. 28201
Evansville-Owensboro	Phillip M. Garratt G. E. Co. R&D Center 1 River Road Schenectady, N. Y.	"Microcircuitry In Electronic Development Unit"
	Section Chairman	Stanley W. Le Master 2440 Farrier Place Owensboro, Ky. 42301
Florida West Coast	Trygve Ivesdal, Manager Physical Electronics Div. Radiation, Inc. Melbourne, Florida	"Microelectronics at Radiation, Inc."
	David Conley, Manager Guidance Development Center The Martin Company Orlando, Florida	"Martin Terminal Guidance Development Facility"
	John Degan, Mem. Tech. Staff Bell Telephone Labs. Allentown, Pa.	"Trend in Microwave Devices for Communication Applications"
	Program Chairman	Dr. Gordon R. Harrison Sperry Microwave Electronics Co. P. O. Box 4648 Clearwater, Fla. 33518
Memphis	Gordon C. Bill American Tel. & Tel. Co. 100 Edgewood Avenue N. E. Atlanta, Ga. 30303	"The Boston-Miami Telephone Cable"
	Ira Stanfill Memphis Light, Gas & Water Div. P. O. Box 388 Memphis, Tenn. 38101	"Progress Report on Liquefied Natural Gas Plant"
	Dr. Otto H. Schmitt Department of Physiology Northwestern University Evanston, Illinois	"Biological Control Systems, A New Biological Study"
	Program Chairman	Harold D. Turner 1045 Cabana Circle E. Apt. #4 Memphis, Tenn. 38107

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Mississippi	Charles Farish University of Mississippi Med. Ctr. Jackson, Miss.	"Versatile Control Unit For the Artificial Heart"
	Jim Caldwell Southern Bell Tel. Co. Jackson, Miss.	"The Picture - Phone"
	Program Chairman E. B. Jenkin, Jr. Mississippi Power and Light Box 1640 Jackson, Miss.	

REGION 4

Arrowhead	Russell O. Olson, P. E. Square "D" Company Lexington, Kentucky	"Procedure for Short Circuit Calculations for Power Distribution Systems"
	A. Gromiuk, Project Eng. Allis-Chalmers Co. Milwaukee, Wis.	"Selection of Electrical Distribution in a Taconite Pelletizing Plant"
	L. A. Price Harnischfeger Corp. Milwaukee, Wisconsin	"Electrical Circuits and Operation of Newest Electric Shovel"
	Program Chairman Wayne Wilson Superior Water, Light and Power Co. 1230 Tower Avenue Superior, Wisconsin 54881	

Central Indiana	Dr. George McNelley Purdue Univ. - School of Tech. West Lafayette, Indiana	"Engineering Via Technology"
	Dr. Howard W. Gillen Indiana University School of Medicine Bloomington, Ind.	"Medical Electronics"
	Program Chairman J. Bonucchi Public Service Indiana Plainfield, Indiana	

Fort Wayne	Harold A. Gauper G. E. Co. R&D Ctr., Building 37 Schenectady, New York	"Electromagnetic Interference"
	Harold R. Sine G. E. Co. X-Ray Dept. Milwaukee, Wis.	"The Biomedical Engineering Resolution"
	Arthur Hauspurg American Electric Pr. Co. New York, N. Y.	"The AEP 765 Kv Transmission Line"

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Fort Wayne (Cont'd.)	Prof. Emmett N. Leith University of Michigan Ann Arbor, Michigan	"Holography"
	Philo T. Farnsworth ITT Farnsworth Research Corp. 3700 E. Pontiac Street Ft. Wayne, Ind.	"Nuclear Fusion"
	Program Chairman M. L. Miller 6811 Inverness Trail Ft. Wayne, Indiana	

Northeastern Wisconsin	Russell O. Ohlson, Manager Elec. Distr. Sys. Plan. Square "D" Co. Madison Heights, Mich.	"Procedure for Determining Maximum Short Circuit Values in Elec. Distribution Systems"
	Dr. Neal A. Cook, Manager Corporate Fuel Cell Systems Allis-Chalmers Milwaukee, Wisconsin	"State of the Art of Fuel Cell Systems"
	Program Chairman Carl Lulewicz 1762 Chateau Drive Green Bay, Wis. 54303	

Siouxland	Ralph D. Loftin General Electric Co. 110 No. Wacker Drive Chicago, Illinois	"Computer Time Sharing"
	Kenneth K. Dols Northern States Power Co. 414 Nicollet Avenue Minneapolis, Minn. 55401	"A System Control Center For An Electric Utility"
	Program Chairman Clayton Christensen Iowa Public Service Co. Storm Lake, Iowa	

REGION 5

Fort Worth	J. W. Griffith 3921 Carruth Boulevard Dallas, Texas	"Engineering Economics"
	Warren E. Bruene 1200 N. Alma Road Richardson, Texas	"Single Sideband Techniques"
	George Rampt Westinghouse Electric Corp. 507 Dallas Avenue Houston, Texas 77002	"The Desalinization Industry"
	Program Chairman L. C. McWhorter 5421 Westhaven Drive Fort Worth, Texas 76132	

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Oklahoma City	Julian D. Tebo Bell Telephone Lab. 436 West Street New York, N. Y.	"Materials Engineered by Bell Telephone Laboratories"
	R. C. Freeman G.E. Company 570 Lexington Avenue New York, N. Y.	"Nuclear Power - Today and Tomorrow"
	J. B. Wright Westinghouse Water Province Dept. Orange, California	"Desalting and Water Pollution"
	Program Chairman Bruce G. Spence Oklahoma Gas and Electric Co. P. O. Box 1498 Oklahoma City, Okla. 73101	
Ozark	Prof. Melvin K. Anderson EE Dept., University of Arkansas Fayetteville, Ark. 72701	"Cryogenics"
	Jerry Ehlers P. O. Box 847 Fayetteville, Ark. 72701	"SEFOR Design and Operating Features"
	Tom Hand General Electric Co. Dallas, Texas	"The Future of Process Automation for the Electric Utility"
	Program Chairman Hugh Brewer Southwestern Electric Power Co. Fayetteville, Ark. 72701	
<u>REGION 6</u>		
Fort Huachuca	Walter K. MacAdam American Tel. & Tel. Co. 195 Broadway New York, N. Y. 10007	"Information Retrieval"
	Maj. Gen. Richard J. Meyer Fort Huachuca, Arizona	"STKAT COM Global Networks"
	Program Chairman H. R. Lung 2864 Meadowlark Sierra Vista, Arizona	
Sacramento	Dr. Edward J. Lofgren Lawrence Radiation Lab. University of California Berkeley, Calif. 94720	"The 200 BEV Accelerator"
	Dr. Paul D. Agarwal, Dir. Electric Propulsion Dept. General Motors Research Goleta, California	"New Advancement in Electric Propulsion"

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Sacramento (Cont'd.)	P. K. Onnigan, Gen. Manager Jampro Antenna Co. Inc. 1236 40th Avenue Sacramento, Calif. 95822	"High Power VHF & UHF Antennas"
	C. E. Klotz, Manager Research and Development Space and Defense Science Dept. Box 512 Milwaukee, Wisconsin 53201	"There is a Fuel Cell in Your Future"
	L. K. Edwards, President Tube Transit Inc. P. O. Box 11335 Palo Alto, Calif. 94306	"The Easy Way to Fast Transit"
	Section Chairman Henry T. Williams 3713 Sunnyvale Avenue Sacramento, Calif. 95821	
Wenatchee	George M. Frese 1011 Denis Court E. Wenatchee, Wash. 98801	"A Method of Modulating an AM Broadcast Transmitter to Increase its Effective Power by Ten Times"
	Dr. M. A. Xavier, President Hathaway Instruments, Inc. 5200 E. Evans Avenue Denver, Colorado 80222	"New Developments in Protective Relay and Fault Recording Instrumentation"
	-James E. Click -Gerald Copp Chelan County P.U.D. No. 1 P. O. Box 1231 Wenatchee, Wash. 98801	"The Underground Electrical Installation at Mission Ridge"
	Program Chairman Neal Cheldelin P. O. Box 221, ALCOA Wenatchee, Wash. 98801	
<u>REGION 7</u>		
Niagara International	Pat Freeborn, P.E. Hydro Electric Pr. Comm. of Ontario P. O. Box 2365, Terminal "A" 1075 Wellington Street London, Ontario, Canada	"Underground Distribution, Present Status and Trends"
	John A. Tickel Port Colborne Public Schools 167 Clarence Street Port Colborne, Ont., Canada	"Approach to Teaching New Mathematics"

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Niagara International (Cont'd.)	William Mullin, P. E. Windsor Utilities Commission-Hydro Windsor, Ont., Canada	"Insulation Co-ordination & Lightning Protection"
	Program Chairman Gordon Alexander R.R. #1 Ridgeville, Ont., Canada	
Northern Alberta	L. N. Hovey Manitoba Electric Hydro Power Commission Winnipeg, Man., Canada	"500 KV EHV DC"
	Dr. E. W. Boehne I-T-E Circuit Breaker Co. 1900 Hamilton Street Philadelphia, Pa. 19130	"Nature, Art and Arithmetic"
	H. W. Haberl Quebec Hydro Electric Power Commission Montreal, Quebec, Canada	"735 KV EHV AC"
	Program Chairman M. E. Gilliam Ste #2 - 5805 - 112 Street Edmonton, Alberta, Canada	
Vancouver	N. L. Williams Canadian General Electric Co. Ltd. Peterborough, Ont., Canada	"Vertical Reactor Design and Economic Trends for Canadian Heavy Water Reactor"
	T. G. Lynch Westcoast Transmission Co. Ltd. Vancouver, B.C., Canada	"Pipeline Remote Control Telemetry"
	M. Bishop British Columbia Institute of Tech. Burnaby, B.C., Canada	"A Modern Color TV Camera"
	Program Chairman N. S. Kent B.C. Hydro and Power Authority 970 Burrard Street Vancouver 1, B.C., Canada	
Winnipeg	Dr. E. W. Boehne I-T-E Circuit Breaker Co. 1900 Hamilton St. Philadelphia, Pa. 19130	"Nature, Art and Arithmetic"
	Harold Wright T. V. Colour Co-ordinator Canadian Broadcasting Corp. P.O. Box 478, Terminal "A" Ottawa, Ontario, Canada	"Problems of Color Television"

<u>Section</u>	<u>Speaker and Address</u>	<u>Title of Speech</u>
Winnipeg (Cont'd.)	H. W. Haberl Assistant General Manager Engineering Hydro Quebec 75 Dorchester Boulevard West Montreal, Que., Canada	"Quebec Hydro 735 DV AC Transmission System and HVDC Transmission Systems in Europe"
	Program Chairman R. M. Simister 757 Dowker Avenue Fort Garry 19, Man., Canada	
<u>REGION 8</u>		
France	Edwin L. Harder Senior Consultant Westinghouse Electric Corp. Pittsburgh, Pa.	"The Expanding World of Computers"
	Dr. Thomas George Wilson Professor, Electrical Engineering Duke University Durham, N. C.	"D.C. Converters"
	Dr. L. A. Wan Hughes Aircraft Co. Fullerton, Calif.	"Radar Signal Design Techniques using Z-Transform"
	Section Chairman Dr. Pierre David 140 Avenue de Suffren Paris 15, France	

II - COMMITTEE PERSONNEL

The Why and How of Successful Committees are being examined in these Green Papers under the successive headings: I-Purposes, II-Personnel, III-Procedures.

The key is the choice of people.

Collateral Reading. Books are available¹ that contain entire chapters with such headings as Who Should Be on a Committee?; How Can We Get People to Serve?; How Can We Guarantee Good Attendance?, and so on. A chairman or member can absorb much from such collateral reading, as indeed he can from studying parliamentary procedure from books or from perusing the Congressional Record.

But he can learn more by observation of the occasional flashes of genius at work in the IEEE committee structure. Some of our committees have carried out essential functions in an evolutionary manner for more than half a century.

Committeeman-Candidates. The "easy way out" for a chairman to staff his committee would be to do so with IEEE people whom he knew personally (and favorably as to their effectiveness) in his own company, laboratory, college, or unit of government. But to do so would nullify the obvious advantages to the Institute of having a wide institutional, technological mix, and a wide geographical mix, in all its activities. To do so would also rob the chairman himself of another opportunity in IEEE of broadening out an otherwise intramural outlook and acquaintanceship.

FILLING POSITIONS BY COOPERATION

It is necessary, therefore, to look afield for candidates, and for a chairman to rely in part upon the recommendations of others. As long ago as A. D. 1597, Francis Bacon, in "The Essays: Of Counsel," said in effect that "it is in vain for a chairman to take counsel on his agenda if he take no counsel concerning the members of his committee; for all matters are as dead images, but the life of the execution of affairs resteth in the good choice of persons."

True. But relying upon the judgment of others in choosing personnel does involve risk. By a good chairman, committee members may be trained, moulded, assigned, cajoled, led, and inspired; but whereas a chairman is blest when he draws a ringer, with the not-so-good he is stuck.

1. "Committee Common Sense--The Why, Who, When, What, and How of Successful Committee Operations." Whiteside Inc. & Wm. Morrow & Co., New York 1954. George J. McLeod, Ltd., Toronto 1954.

Questionnaires. To discourage out-of-hand recommendations by others, the chairman of any committee, to which appointments are made upon recommendation, "sight-unseen," is justified in insisting on the filling out of a personal evaluation form so contrived as to produce the facts upon which mature judgment may be made.

The material which now follows is based upon two specific forms and a document, copies of which are available upon request to Miss Emily Sirjane, IEEE, 345 East 47th Street, New York, N. Y. 10017: (1) Recommended Candidate for IEEE Service; (2) Committee Member Questionnaire; (3) Guidelines for the Selection of Nominees for IEEE Committees. Enough will be quoted here from this material to enable a committee chairman to draw up a simple form of his own.

Table I serves as a backbone. Other spaces on the questionnaire may serve for supporting information.

Table I

EVALUATION OF PROPOSED NOMINEE OR APPOINTEE

Has the candidate:	<u>Yes</u>	<u>No</u>	<u>Not Sure</u>
1. Demonstrated <u>interest</u> in IEEE?			
2. Knowledge of the work and scope of the office or committee? <u>Competence.</u> <u>Ability.</u> Relevant Institute <u>experience</u> in one of these:			
3a. In Group or Technical Committee work?			
3b. In Section work?			
3c. In Regional work?			
4. Indicated a <u>willingness</u> to serve?			
5. The <u>time</u> to do the necessary work?			
6. Adequate freedom and support for <u>travel</u> ?			
7. <u>Office facilities</u> for paper work?			
8. A reputation for <u>prompt</u> correspondence?			

The general qualifications for Committee service are not different from those in any position of responsibility and trust: competence, institute experience, willingness to take on the task, availability of time and facilities to participate, enthusiasm, and vigor. In the absence of such qualities, it is unwise to recommend a candidate merely as a reward for past IEEE service. In fact, if past service indicates that the candidate does not have the competence suitable to the future task, he should not be proposed.

Referring to Table I, demonstrated interest in IEEE (line 1) is important unless the candidate is to take on an initial job at the bottom of the ladder; or unless he is moving into IEEE with superior attainments in a sister Society. Under Bylaw 304.3, voting committeemen must be IEEE members. (Non-members may serve only as non-voting consultants.)

An indicator of demonstrated interest in IEEE is a candidate's grade record. The years during which a man was 1) initially elected and 2) subsequently transferred to higher grades, are therefore usually asked for elsewhere on the form.

Competence (line 2) implies knowledge and ability to serve creatively and actively, not merely passively. Two types of competence are involved, technical and administrative. Few candidates possess both in equal measure, but every nominee should be strong in at least one of these, depending on the task he will be called on to perform. The technical tasks require knowledge of one or more engineering or scientific fields, and the ability to make sound technical judgments. Administrative tasks involve the judgment of men and organizational operations, and the ability to develop appropriate Institute policies and objectives.

Innate ability is not to be outweighed by IEEE experience. Since new blood must be brought into the Committee structure, equivalent experience outside the Institute (as in other organizations, or in connection with the candidate's professional employment) should be taken into account. In many cases a candidate, having no experience bearing specifically on the future task, may be suitable if he is highly competent, since he will soon "learn the ropes."

Vocational competence in a candidate's daily work is probed by special assigned space on the questionnaire. Such items include: name and location of the candidate's employer and former employers; his title or position; name of his supervisor; type of his work and any recognition given to it outside his institution.

Competence must be judged by the measure of the job to be filled. The inquiring chairman should describe his requirements in enough detail so that the question may be intelligently answered. Often a quotation from the appropriate Bylaw or from the committee's approved Field of Interest, or even an amplification of the committee's name will suffice.

It is unwise to recommend a candidate merely as a reward for past service. In fact, if past service indicates that the candidate does not have the competence suitable to the new task, he should not be proposed.

Institute Experience (lines 3a to 3c) should be given judicious weight as an indicator of the future. Therefore, considering IEEE/IRE/AIEE as monolithic experience, questions on the form may be directed to offices held; committee and board memberships and chairmanships; Group activities; Section

activities; editorial work; major conference activities; assignments as IEEE representative on other bodies; prizes, awards, and honors: and other professional activities. For the highest-level appointments, questions are asked as to corporate office and directorships.

Apart from numbered questions, space is often reserved for a brief, ad lib outline of the candidate's qualifications related to the specific assignment sought. This gives him a place to talk about his education, for example, and other topics not raised by the questionnaire.

Willingness to serve (line 4) is crucial, and entirely personal. There should be some kind of check "at the source" before a positive recommendation is made. There is no rule against a nominee's being consulted by his nominator to ascertain his willingness. But since candidates are proposed from separate sources, often greater in number than the openings available, any nominee, when being asked, should be made to understand that he cannot be assured of appointment. Many names are being sought; many factors are being weighed. The purpose is to find the best qualified. The names of good prospects, whose qualifications are well presented, are held over for future consideration.

While a chairman on a man-hunt will settle for willingness, what he really hopes to find is enthusiasm.

Availability of time to devote to the work (line 5) is usually a significant consideration in the candidate's willingness to serve. Committee service is so vital to the welfare of the Institute that most industrial, academic, and governmental organizations recognize its importance; and the comparatively small time required (compared with the working year) can be justified. A perfect attendance record at committee meetings is seldom achieved, even by the chairman. Moreover, specially gifted committee workers can contribute far more ideas and wisdom in a few meetings than does the less able member who makes attendance a fetish.

"The Wherewithal." Lines 6 and 7, if answered negatively, make a candidate suspect as to probable performance. They imply handicaps in getting his paperwork done and inability to attend meetings. If he can show that the handicaps do not exist, negative replies may be ignored. If, however, he has a poor record for answering letters, furnishing information, submitting comments when asked for, and the like (line 8), positive answers on lines 6 and 7 are insufficient to offset a negative on line 8.

These observations go double when the candidacy is for a committee officer's job rather than a committeeman's.

FITTING EVALUATIONS TO VACANCIES

With all questionnaires filled out and in hand, the chairman must determine the number of vacancies he will create by severances, how many new posts he will create within limitations imposed by Bylaw, and (by the sum of the two) the number of appointments he will recommend and whom to name.

Requirements of Turnover. Bylaws 304.4 to 304.7 provide, in essence, for the renewal of committees by retirement-and-appointment at the rate of approximately 1/3 of the committee's personnel annually; and (with a safety-valve for exceptions) for the limitation of individuals' terms to three consecutive years. These measures are considered to be in the long-term interest of the Institute, to which enthusiasm and vigor are most important considerations.

One of the troubles experienced by all professional societies is the tendency to populate committees with senior statesmen who, however distinguished, are out of touch with present challenges and opportunities. Electrical and electronics engineering is a fast-moving profession, and the Institute needs a continual infusion of new blood. Much of this must come from the younger men, although chronological age is not necessarily an indicator of a youthful attitude of mind, nor of current involvement in the affairs of the profession.

Actual Appointments. While the foregoing has been written as though the chairman has the final word in appointments, strictly this is not so. There may be a conflict in viewpoint between outgoing and incoming chairmen. The higher Board or superior committee may exercise its right to reject. Bylaw 304 describes the machinery of approval. In the case of IEEE's standing committees, the "IEEE Elections and Appointments" schedule on the back page of the Statements of Policy summarizes the timetable implicit in other Bylaws.

COMMITTEE OFFICERS

Subcommittees, task forces, and "ad hoc's" are the threshold training grounds where the "comers" are flushed out for eventual committee chairman material. Their leaders, chosen for demonstrated ability, usually recognize raw talent when they see it in action and invite their superiors to keep an eye on such a young man's development.

So it is that the hundreds of "housekeeper" committees (like membership, meetings, standards, publication, conference, transfers, publicity, etc.) which dot the map like rain, and which may be too numerous to include even in the bulky IEEE Organizational Roster, are the "feeder" committees whence have derived the past and present leaders in the Institute.

Personnel Dossiers. Some parts of the organization maintain dossiers on personnel capable of stepping into higher assignments, taking note of more-or-less-unique talents, circles of influence, command of resources, or other means of getting things done. Most of the people so listed worked their way up in IEEE by committee work.

Up Through the Chairs. In a typical Section or Group organization of committees, likely young men are given successive assignments in which they can, at the same time, produce results and round themselves out in the wide variety of topics which face management of Sections, Groups, or major conferences.

When one man stands out as being fit and ready, beyond all others, of being chairman of the unit, it is time to make him secretary.

After secretary, then one or two vice-chairmanships, then chairman-- that is the way most of our leaders came "up through the chairs." In any individual instance there is no guarantee that this progression will be inevitable: for one reason or another unforeseen complications arise. Once in a while a lateral shift from outside the committee, or a calculated upset within the committee commends itself. But, in general, it is a mistake to appoint a secretary or a vice-chairman who has not already demonstrated unmistakably his potentialities for the top job. All committees top officers ought to be in that class.

limited (as selected) to one or more Groups, Sections, Regions, States, Cities, or Zip-Code (U.S.) numbers.

With the print-out of each member's name, a choice of other information is offered: 1) Mail address (street, city, state or province, Zip-Code); 2) Membership grade; 3) Member's number; 4) List by Group identifying number of all the Groups to which the member belongs. Suggested combinations are: Name only; name plus 1 and 2; name plus 1, 2, 3, 4; name plus 4.

The computer can search the Groups (list 4) for one or more Groups and exclude all others. Thus, a Chapter might request a roster of its Section and its Group only, producing a list of its Chapter members.

The print-out of names may be requested in one-up order (single-column vertical sequence), or "three names across" (in successive rows, each consisting of three names horizontally in alphabetical order.)

(For information or requests: Section and Chapter rosters, Miss Emily Sirjane; Group and Conference rosters, Miss Patricia Corcoran.)

There is no present, but there is a prospective capability of making selections by members' company (etc.) affiliations, to be based on the Membership Directory questionnaire now out in the field. This capability may be developed as early as the coming 1967-68 winter.

SPEAKERS DIRECTORY this month (canary Supplement to this E. E.) is different. It presents a distillation of presentations bearing the highest acclaim from the Sections and Chapters which responded to a request for evaluations. Reactions are solicited. We are trying to evolve the best feasible display of information on Section papers and talks. (Miss Emily Sirjane)

A NEW ORGANIZATIONAL ROSTER, September 1967, reflecting mid-year changes, is in course of preparation.

COMMITTEE COMMON LORE -- II. In green Supplement to this issue, the editor of E. E. deals informally with committee Personnel; qualifications and choice of members and officers.

Save for easy reference this series of unofficial capsule-like Green Papers as they appear. If you missed No. I, on Purposes of Committees, containing a self-introspection chart for the chairman of any committee, large or small, ask for a copy. (Miss Audrey van Dort)

IEEE COPYRIGHT RULES. Statement of Policy #5-C is new. (See blue Supplement, this E. E.) Typical requests to reprint IEEE material: to use excerpts, illustrations; to reproduce and distribute for classroom use or in government reports; to republish complete papers, or major portions, in books, magazines; to use in connection with company advertising, promotion. The brief Statement of Policy covers them all.

PRICES OF IEEE PUBLICATIONS to public libraries, government, colleges, subscription agencies, other non-members, have been re-scheduled for 1968. Some increases are applicable to Group Transactions, Journals, translated Journals. (Schedule, R. H. Flynn)

"FOR YOUR INFORMATION"

DON'T LET E. E. BORE YOU. If you see "old stuff," skip it. E. E. perforce repeats itself. A welcome influx of newcomers every 6 months has to be informed--others only reminded.

DISTRIBUTION OF E. E. Just as in the story of the shoemaker's shoes, we may have "told all" except about ourselves. To ensure all shoes are shined, here are we who get E. E.: Directors; Regional assistants; standing committees and boards; Group administrative committees; Chapter chairmen; Transactions and newsletter editors; Section chairmen, vice chairmen, secretaries, treasurers, Section publication editors, Section offices; Subsection chairmen, secretaries, secretary-treasurers; Counselors (Student and Non-student Branches); representatives to outside organizations.

Section chairmen receive 4 copies, in bulk, so they may pass them on to other Section-committees' members.

BALLOTS FOR 1968 ELECTED OFFICERS and Directors are due to be mailed in September.

INFORMATION SERVICES AND SYSTEMS. The Publications Board has separated and reorganized its committeework in the field of information. Its Information Services Committee will identify the needs of members for dissemination, storage, retrieval of information, and recommend measures to meet those needs. The Information Systems Advisory Committee will explore and suggest the use of modern information systems technology, both by IEEE and by other entities engaged in similar information-oriented activities. (President's Report, Spectrum, June '67, pp. 93-94; correspondence, H. E. Tompkins)

A BEQUEST TO IEEE. Frederick G. Strong, AM '91, M '99, F '13, named IEEE residuary legatee of his estate, \$120,000+.

That the Institute can expand its usefulness as beneficiary of wills, life insurance policies, and living trusts has not had the emphasis in IEEE that the subject gets among college alumni and contributors to charity. Certain State and Federal tax advantages to the donor accrue in the United States. The General Manager has the facts whenever anybody asks.

SHARP DECREASE IN COMPLAINTS. The staff classifies any adverse report on its operations as a "complaint." The tally dropped sharply to an average of 30-a-week in the first half of 1967, from 200-a-week a year ago. "Never discouraged--never satisfied," staff employees are already hacking away at the 30-figure.

"CONVENTION RECORD" DISCONTINUED. This post-Convention ingathering of papers will not be available hereafter. (The one covering the March 1967 convention is still on sale.) The pre-convention "Digest" of papers will continue to make its appearance.

HOLD-OVERS FROM BY-GONE DAYS. . . Incorrect reference to Groups as "Professional Groups," "Professional Technical Groups," "PGs," or "PTGs." . . Wrong

reference to Chapters as "Section Groups." . . Outmoded use of term "Division" as a TAB or Section unit. . . Misuse of "National" in describing an IEEE-wide conference or other activity. . . These are word-whiskers. Lather up!

TO PARAPHRASE THE PENTAGON, Y^e Ed. should have started his Green Papers (see Supplement) with some such all-embracing definition as: "COMMITTEE - the indisposed, invited from the incapable, to do the inconsequential ineptly."

Apropos? Or does it just seem so, sometimes, after a hard day?

WELCOME ABOARD!

All new officers and committeemen in most of the Sections and a few of the Groups.

Staff:

Dr. Harry R. Mimno, Fellow IEEE, Professor of Applied Physics, Harvard; past-chairman, IEEE Standards Committee; who becomes staff consultant in the preparation of the new Electrical and Electronics Dictionary.

Dr. Howard E. Tompkins, engaged a year ago (E. E. 9, p. 8) as a consultant, now Director - Information Services.

New Group Chapters in Sections:

<u>Section</u>	<u>Chapter</u>
Cincinnati	Joint: Power Industry & General Applications (formerly Power)
Portland	Computer
St. Louis	Joint: Antennas & Propagation Electron Devices Microwave Theory & Techniques
San Francisco	Education
San Francisco	Industrial Electronics & Control Instrumentation
Washington	Engineering in Medicine & Biology

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