

ELECTRICAL ENGINEERING®

The Editor of Electrical Engineering, Dr. I. S. Coggeshall, has graciously made available to me this space for a message to the readers of the administrative newsletter. In view of the distribution of this publication to all those who have leadership responsibilities of the various phases of the Institute activities I am pleased to have the opportunity for this message.

Considering the Institute interests represented among the readership I believe that it is most appropriate to convey my great appreciation for the personal commitment that has been made by so many of you in achieving one of the primary objectives of the Institute, namely that of identifying and meeting the needs of the individual member. Although I have had the opportunity to express my thanks to many of you in person, it is certainly not feasible to do this for all. While our headquarters staff contributes much to the effectiveness of our numerous activities, the work of the volunteers is vital. The future success of the Institute — both immediate and long term — in meeting its obligations to Society as a whole as well as to the individual member depends upon the dedicated efforts of literally thousands of people. I am grateful for the support that you have provided to me and the other officers in 1971, and I hope that you will continue this outstanding performance in the years ahead.

— J. H. Mulligan, Jr.
President

PRODS AND OPPORTUNITIES

GIVE 1972 APPOINTMENTS PRIORITY.

First order of business in December is for incoming or holdover chairmen of Societies, Groups, standing committees, and those few Sections which operate on a calendar year, to fill the complement of appointments of chairmen and members of subsidiary functional committees, so that names may be announced in early January for quick change in command. By Jan. 12 the IEEE Board of Directors (BofD) and

its Executive Committee (ExecCom) will have finished a 9-months' process of selecting IEEE standing committee chairmen and members. Guard now against failure to complete organizations — in December if not already done.

YEAR'S-END IS THE TIME for outgoing, incoming, and holdover chairmen cooperatively to review, take stock, and plan.

RETENTION OF RECENT GRADUATES.

In spite of the studied measures taken (E. E.

June, p. 5; Aug., p. 6; Oct., p. 6) through direct mailings to Section officers, a lot of these young men are slipping through our fingers—and it's the one best source of future talent we have! Out of 7,760 Students eligible for Member grade this spring we know that 2,260 (and have reason to surmise that fully 3,000) have entered the work force this fall. But as of late November we had received returns of only 144 of the Membership activity's carefully-prepared cards to show for the Sections' hard work. Is it that hard?

It is fervently hoped that by the combined efforts of the Regional Directors and the staff the Sections can be motivated to follow up on these young members and make them feel welcome.

PRESIDENT, VICE PRESIDENT, 1973.

A reminder that Feb. 1, 1972 is deadline for recommending candidates for 1973. (See E.E. Oct., pp. 3, 4E, 4F.)

ERSTWHILE TOILERS. January turnover inevitably sees departures of personnel—a pool of talent not to be overlooked when there are tasks to be performed.

To keep these friends up to date, and as a token of esteem for past service, E.E. will continue personal mailings throughout 1972 upon request. (Barbara Brown)

CONSTITUTION—BYLAWS—POLICIES

CONSTITUTIONAL AMENDMENTS, by which it was proposed to change the primary purpose of the Institute (E.E. June, p. 2), failed of adoption by the close count of 23,266 for amendment to 23,633 against. To insure accuracy in counting the ballots Price Waterhouse was engaged to audit the votes on this issue. A total of 47,537 votes were cast out of 129,832 mailed—a new high point of interest since Merger (1963). On the question of amendment, 630 returned ballots were not voted and 8 were invalid because unsigned.

E.E. is sent without cost beyond dues to officers of IEEE Boards, Committees; Divisions, Societies, Groups, Conferences; Regions, Councils, Sections, Subsections, Chapters, and Branches. Second-class postage is paid at New York, N. Y.

SIX MONTHS BEFORE the results of balloting were known, Dr. Allan C. Schell, editor of Transactions of the IEEE Antennas & Propagation Group, observed:

"Criticizing the leadership is an old and hallowed custom and it would be a shame to stop now.

"Certainly, some of the younger generation seem to have taken the idea to heart. But it is something else to try to contribute to the organization, to expend time and talent in programs that do not add to one's personal benefit, and to exercise the discipline necessary to accept roles other than kingmaker in pursuit of new organizational forms and activities.

"There is a real need for volunteers to assist in IEEE programs. Beyond this, there is a desperate need for all members to become concerned with the IEEE and the issues of our times.

"The leadership of IEEE have made their commitment and they are acting on specific programs addressed to member needs. Each member should assess for himself the value of these programs, but at the same time he should try to contribute positively to their success."

No matter how we of the "working contingent" may have divided in our individual assessments, Dr. Schell's advice seems cogent that ongoing programs be actively supported until replaced. —I. S. C.

BYLAWS AND STATEMENTS OF POLICY. Changes voted by BofD in November, some of importance in the guidance of various IEEE organizational units, are cited on centerfold pages 4A-4D (white) of this E.E. For preceding report of changes see E.E. Oct., pp. 4, 4A-4C. Statement of Policy #18, on Recruiting, and #20, on Electioneering were passed in August subject to legal check; in their final, approved form, they are included in this E.E. Next complete printings of Bylaws and Statements of Policy may await possible actions of BofD '72, Jan. 12.

OTHER TOP-SIDE DEVELOPMENTS

INCOMING IEEE OFFICERS, DIRECTORS. These Directors were elected by the voting members: Robert H. Tanner, President '72 (Director '72-74, to hold office as a Past President '73-74). . . Harold Chestnut, elected-Vice President, Director '72 (chairman Regional Activities Board—RAB—'72). . . Regional Directors '72-73: Region 1, H. S. Goldberg; 3, G. F. Daussman; 5, W. E. Cory; 7, D. M. Hinton; 9, E. Obregon. . . Divisional Directors '72-73: Division I, M. E. Van Valkenburg; V, L. C. Hobbs.

The 9 names, plus Senior and Junior Past Presidents, 2 elected Directors-at-Large, 4 Regional Directors, and 2 Divisional Directors, all hitherto elected for terms which include 1972 (see box, E.E. Feb. '71, p. 4C) were the 19 Delegates to the annual Assembly, which this year for the first time (E.E. Oct., p. 4) met in November. These 19 elected Delegate-Directors named 10 Directors-at-Large (9 net additional) and recommended 1972 assignments as follows, for a total '72 BofD membership of 28: C. L. Coates, Vice President Publication Activities; J. K. Dillard, Vice President Technical Activities; E. A. Wolff, Vice Chairman Technical Activities Board (TAB); E. L. Ginzton, Chairman Awards Board; G. Wade, Chairman Educational Activities Board (EAB); A. P. Stern, Secretary; R. W. Sears, Treasurer; T. Nomura, representing Region 10 (2nd year of 2-year term); S. Cambias, Jr., Director-at-Large to fill J. K. Dillard's unexpired elected term '70-72; D. G. Fink, Executive Director.

Hitherto the BofD membership has been 27. It was increased to 28 by Bylaw changes (see p. 4-A) to permit annual designation of an Executive Director.

Statements of beliefs and intentions of the newly elected Directors may be found in Spectrum, Sept., pp. 52-58.

Designation of 1972 ExecCom and the Coordinators of activities among its members is a function of the '72 BofD, which first meets at United Engineering Center (UEC), New York, Jan. 12. A final tabulation of BofD and ExecCom will be given in E.E. February.

WRITE-IN VOTE. Irwin Feerst, who had received 2,106 validated signatures on his non-qualifying petition to run for IEEE President, received 1,134 write-in votes. 2,335 write-ins were cast for others (E.E. Oct., p. 2; Bylaw 313.10). R. H. Tanner's vote was 40,364

THE FINAL BofD MEETING of 1971 was held at Hollywood, Florida, Nov. 18-19, preceded by RAB, EAB, Finance, and TAB Operating Committees, and ExecCom, Nov. 15-17. Thus ended, in a spate of hard work, a relatively turbulent year.

Terms of these Directors will expire at the end of '71: Cherry, Fleckenstein, Hodgin, Lohmann, Storer, Thompson, Whinnery, Willenbrock. Hail and farewell!

NEW DIRECTORS' ORIENTATION in Florida took on think-tank aspects, as the newly-elected Divisional & Regional Directors applied themselves to workshops and seminars. They also attended, as observers, the final meeting of '71 BofD. . . Such participation sets an example for training in workshops being held by IEEE throughout the world.

IEEE STANDING COMMITTEES, 1972. See partial list of chairmen in E.E. Oct., pp. 4-5. Additional chairmen were determined by Bylaws and actions of the Assembly and BofD in November: RAB, H. Chestnut; TAB, J. K. Dillard; EAB, G. Wade; Awards Board, E. L. Ginzton; Publications Board (PUB), C. L. Coates. Committees: Finance, R. W. Sears; Intersociety Relations, J. V. N. Granger; Long Range Planning, J. H. Mulligan, Jr.; Nominations & Appointments (N&A), J. H. Mulligan, Jr., succeeding J. V. N. Granger Apr. 1, '72; Conference Board (see E.E. Feb. '71, p. 3; also E.E. Feb. '72).

TECHNOLOGY AND SOCIETY. The Fleckenstein Committee Report to BofD, "An Assessment of Economic Conditions in the Electrical, Electronics, and Related Industries" (Spectrum, Mar., p. 112; May, p. 6) was presented to ExecCom in October. A digest is slated for December Spectrum, pp. 63-71. This report, broad in scope, based on the best available sources of economic data and upon the judgments of

high-level people, assesses the principal forces of change in the 5- to 10-year period ahead. It forecasts growth rates in certain segments of the industry; the trends and rates of change in technology itself; shifts in public- and consumer-priorities and emphases; utilization of the labor force in general and electrical engineering in particular; government spending; international trade, forms of capital availability, and social needs. Collectively all are basic to IEEE's planning. Of additional short- and long-term usefulness in adapting IEEE to the tides of change are the report's findings on higher education, and its applicability to challenges of pre-college guidance and subsequent career development.

Electrical engineering's future was also a subject in Spectrum for Aug., p. 21, and Nov., p. 23.

Related to this area also is Forecasting and Assessment, treated briefly in Spectrum, June, p. 7; Oct., p. 8. . . A letter in Spectrum, Nov., p. 14, describes the goals of the American Society of Mechanical Engineers (ASME) Committee on Technology and Society.

UNEMPLOYMENT. To serve the unemployed, IEEE and other societies cooperatively (E.E. Aug., pp. 3-4) are using ASME space in UEC to establish a Volunteer Engineer-Scientist-Technician (VEST) type of program (Spectrum, Aug., p. 7). While almost a dozen VEST offices in the U. S. are already serving stated critical areas, the ASME/IEEE Employment-Information Exchange in New York has no boundaries within U. S. Announcement of this in-house development will be found in Spectrum, Dec., p. 10. (Correspondence, Jack Kinn)

Spectrum, Nov., p. 37, carries a feature article, "Present Status of Engineering Employment," summarizing the results of a survey by Engineering Manpower Commission and the National Science Foundation (EMC/NSF) conducted in June. . . In the same issue, pp. 7-9, is printed a report on "EAB and the Unemployment Situation," based on experience in the Santa Barbara Section.

IEEE OFFICE IN WASHINGTON. BofD in November authorized funds in 1972 budget

for opening an office in Washington, with personnel reporting to the General Manager. Details are now being worked out as to the functions of the office in gathering and distributing two-way information useful to the IEEE members worldwide, and increasing the Institute's visibility at this important seat of government. It is not a purpose to engage in lobbying. (See Statement of Policy #29, E.E. Oct., p. 4C.)

INFLUENCING LEGISLATION. President Mulligan's continuing efforts in Washington to work with the national administration wherever opportunity could be created; and his conclusion of arrangements with the National Society of Professional Engineers (NSPE) to bring interested IEEE members within NSPE's lobbying operation, have been reported by him in Spectrum's "Inside IEEE" pages throughout the year. The agreement of President-elect Tanner with the IEEE/NSPE service program was made clear in Spectrum Nov., p. 52, and E.E. Oct., pp. 1-2.

Spectrum, Nov., p. 16 printed a letter which discussed NSPE grades of membership and eligibilities.

BUDGET 1972 consideration was initiated by President Mulligan in January '71, to permit of wrap-up by a knowledgeable BofD in November. Advice of two designated BofD members was offered the Treasurer, and that of three more Directors was injected into the Finance Committee in the spring. Later, these five became an informal management-audit advisory group consulting with the General Manager and staff in detail.

Financial prospects at this writing are that, although '71 will be finished with a forecast surplus, thanks to tight budgetary controls, the '72 budget can be balanced only by resolution of a dilemma which has reflexes, of course, in most units dependent upon Institute support.

HONORS

CHANGES IN MEDALS AND AWARDS. The recommendations of the Awards Board, which in 1969 conducted the first decennial



Changes in several Bylaws were made in order to add an Assembly-elected Executive Director to BofD and ExecCom:

203.1, naming the additional Directors elected to one-year terms by the annual Assembly, revise lines 9 and 10 so as to list:

the Secretary, the Treasurer, the Vice Chairman of the Technical Activities Board, and the Executive Director.

301.1, giving the number of members on BofD,
change twenty-seven to twenty-eight; and giving the number of Directors elected by the annual Assembly, (line 11),
change eight to nine.

301.12, on BofD quorum, insert word voting so that line 1 will read:
Fourteen voting Directors

302.2, on composition of ExecCom, revise line 6 by making it read:
Chairman of the Educational Activities Board, the Executive Director, and one additional Director.

312.1 is expanded to read in full:
The Executive Committee shall appoint a General Manager and shall fix his tenure of office and determine his salary. When elected by the annual Assembly, the General Manager shall serve as the Executive Director of IEEE.

312.2. Revise line 1 by making it read:
The General Manager of the IEEE shall be the chief operating officer of the IEEE, etc.

312.8, revise to read in full:
No member of the Headquarters Staff shall have any vote by reason of membership on any IEEE Board or Committee.

Four Bylaws were changed to reflect the re-scheduling of the annual Assembly, usually in November hereafter:

201.6, naming the presiding officer, make it read:

The presiding officer of the annual Assembly, as provided by the Constitution, shall be the President.

301.5, fixing the sequence, on the same day, of BofD's (November) meeting and the Assembly, was changed to schedule the Assembly after the Board adjourned. The Bylaw, as amended by the August and November BofDs, now reads in full:

The annual meeting of the Board of Directors, required by the Constitution to be the last regularly scheduled meeting in each fiscal year of the IEEE, shall be held immediately prior to the meeting of the annual Assembly and at the same place.

301.6, naming the BofD meeting (usually January) when it fixes its yearly schedule of meetings, revise the first line to read:

At its first meeting, the Board

302.4, fixing the term of ExecCom, which formerly was linked with the January annual Assembly, now makes it coincide with the calendar year. It now reads in full:
The terms of office of members of the Executive Committee shall coincide with the fiscal year of the IEEE.

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311.12 (a new Bylaw) creates this new subcommittee of ExecCom:

Compensation Committee. The Compensation Committee and its Chairman shall be appointed by and responsible to the Executive Committee, to review and to make recommendations concerning compensation paid to members of the Headquarters staff. The Compensation Committee shall consist of not less than three nor more than five members of the Executive Committee, including the Executive Director.

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STATEMENTS OF POLICY
Changes made by B of D, November 18-19 1971

Statements of Policy #18 and #20 now contain important modifications, accepted in principle by BoFD in Aug. '71 and in detail by November BoFD:

#18 - Recruiting at Conventions and Expositions

One of the IEEE's fundamental objectives is the dissemination of technical information in electrical and electronics engineering and related fields. Conventions and their associated expositions are among the most important ways IEEE seeks to carry out these scientific and educational objectives.

At times when a severe recession in electrical and electronics industries results in widespread unemployment of engineers, a substantial curtailment is caused both in scientific innovation and in the interchange of theoretical and applied technology. During periods when IEEE has been requested by a national government to serve the public interest by attempting to alleviate dislocations of technical personnel, recruiting and placement activities by prospective employers at IEEE conventions and expositions, especially those directed toward the placement of unemployed engineers and scientists, shall be permitted provided they are carried out in accordance with professional and ethical standards approved in advance by the General Manager.

Except during the periods referred to in the preceding paragraph, recruiting and placement activities at IEEE conventions are inappropriate and are to be actively discouraged and prevented.

#20 - Electioneering

Partisan electioneering under the auspices of any IEEE entity is not permitted. IEEE units are requested to refrain from activities such as the publication of brochures or the holding of meetings for this purpose and no funds of any IEEE organizational units 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.)

In order to provide information to members on issues facing the IEEE, the editor of any IEEE publication is not prohibited from accepting the following, so long as the usual standards of accuracy, space limitation and quality are maintained:

1. Statements by those candidates for IEEE offices whose names will be printed on the ballots in accordance with the Constitution and Bylaws, giving their programs and views on issues facing the IEEE, provided that all such candidates for a given office are given equal opportunity to present their views;
2. Letters to the Editor stating an intention to seek candidacy for a given position with reasons.

BoFD in November substituted the following for the entire wording of Statement #12:

#12 - Section-Chapter-Group/Society Cooperation

The successful operation of the IEEE at the local level depends upon close cooperation and harmonious relations between the various organizational entities involved: the Section, the Chapters, and the Groups and Societies. Each has responsibilities to serve the members and the others as follows:

GROUPS AND SOCIETIES

1. Seek to identify and satisfy the needs of the Chapter members and Sections. Formulate plans to meet these needs.
2. Provide a strong technical resource for Chapters (and Sections where there are no Chapters) having information requirements.
3. Provide educational programs (courses, speakers, etc.) for use by Chapters and Sections as required.
4. Help Sections where there are no Chapters identify possible leaders.
5. Seek close communication with Chapters. Encourage Chapter Chairman attendance at Administrative Committee meetings. Arrange AdCom members to visit Chapters.
6. Encourage Chapters to formulate goals and plans, to exert initiative, and innovate activities to reach their objectives.

CHAPTERS

1. Seek to identify and satisfy the needs of the Chapter members, the Section, and the Group/Society. Formulate plans to meet these needs.
2. Encourage Chapter members to provide information to the Group/Society through publications and meetings.
3. Provide manpower resources to the Group/Society and to the Section as required. Past Chapter Chairmen should be encouraged to accept Section offices and jobs and AdCom offices and jobs upon request.
4. Provide technical programs for the Section upon request.
5. Coordinate Chapter meetings dates and times with the Section to minimize conflicts that are detrimental to the membership.

SECTIONS

1. Seek to identify and satisfy the needs of the members, Chapters, Groups, and Societies. Formulate plans to meet these needs.
2. Identify leadership and encourage the formation of Chapters for Groups and Societies having 100 or more members in the Section.
3. Provide training for Chapter officers.
4. Provide publicity for Chapter meetings including the Section Publication (if any).
5. Provide financial support for Chapter meetings including reasonable speaker meal costs.
6. Support Chapters seeking to host major Group/Society meetings.

#16 - Existing Statement of Policy #16 covers reimbursement of expenses for travel under Bylaws 401.13 and 407.16 (subsequently renumbered 407.18 and re-worded). A new Statement of Policy of much broader applicability was adopted in November:

Travel Funds for Major Boards and Committees

It is recognized that travel by staff of the IEEE and by volunteer members of its Boards and Committees is necessary for many of the essential activities of the Institute. At the same time it is clear that IEEE resources cannot support all of the travel that is desirable for all Boards and Committees. In order to use the Institute's limited travel resources effectively, the following guidelines apply:

1. Travel funds are to be budgeted explicitly for each Board or Committee for which such funds are required for effective performance of its functions. In general, such budgets will be approved only for major Boards or Committees, (defined as those coordinated by an Executive Committee member), and for operating rather than advisory committees.
2. In order to keep such budgets within practical limits, locations and times of meetings should be chosen to minimize travel costs, provided such locations and times do give effective working conditions for the committee. Committee members should not expect travel payment routinely, but should use the budgeted funds only if they do not have other sources of support.
3. It may also be desirable to use travel funds for certain ad hoc studies in which time is of the essence (as in groups set up to formulate action plans during a time of high unemployment). If not budgeted, the Executive Committee may approve such travel from unallocated funds. If the urgency is such that there is not time to wait for the next Executive Committee meeting, the President may approve such travel from an emergency fund, with a report on such authorization at the following Executive Committee meeting.

A new and as yet unnumbered Statement of Policy on the subject of Page Charges in certain IEEE publications was adopted by BofD in November:

Page Charges

Page charges are based on the philosophy that the usual research or development project is complete only when the results have been disseminated to the engineering and scientific community, and that it is thus proper that the financing of the project include funds to support, in part, the cost of publication. IEEE technical journals, being important vehicles for reporting new technical results, are therefore authorized to adopt page charges under the following policies and conditions:

1. The adoption of page charges by a publication is at the option of the publication and requires the advance approval of the Publications Board and the Technical Activities Board.

2. The payment of page charges is entirely voluntary. It is not to be a factor in the consideration or processing of a paper nor a prerequisite for publication.

3. Page charges are levied against the author's institution, not the author.

4. The page-charge rate is established by the IEEE Executive Committee and is based on the set-up costs of publication, including editing and composition. There are three page-charge rates corresponding to the three basic publication processes employed by IEEE publications, namely, (1) justified composition with full editing, (2) unjustified composition with minimal editing, and (3) author-typed manuscripts. All publications within a given category must charge the rate established for that category.

5. Authors whose institutions pay the page charge are provided 100 free reprints per paper at the expense of the journal.

6. Conference Records and Digests do not qualify for page charges. However, conference publications are permitted to establish reasonable maximum length limits for material and to charge authors an appropriate printing fee for each page in excess of that limit.

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NOMINATION OF CANDIDATES FOR FELLOW OF IEEE

April 30, 1972 is the deadline date for completed nominations of candidates for Fellow grade of the IEEE.

The IEEE Bylaws define the qualifications for this grade as follows: "The grade of Fellow is one of unusual professional distinction and shall be conferred only by invitation of the Board of Directors upon a person of outstanding and extraordinary qualifications and experience in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, who meets the requirements for Senior Member as stated in these Bylaws and who has been a member in any grade for a period of seven years preceding the year of nomination, except that the seven-year provision in any individual case may be waived for cause by the Board of Directors."

A new requirement adopted in 1971 calls for the sponsor of the Fellow grade nomination to solicit from the appropriate IEEE Group or Society a critical evaluation of the technical accomplishments of the candidate. Evaluation Forms for this purpose and complete instructions are included in the Fellow nomination kit. To be eligible for consideration by the Fellow Committee, the following material must be received by the Fellow Committee by the dates indicated:

April 30, 1972:	Fellow Nomination Form Five Fellow Grade Reference Forms (Any additional, optional letters of support from a Section, Committee, etc.)
June 15, 1972:	Evaluation Form from the IEEE Group or Society having the technical scope of activity in which the candidate is or has been engaged.

Appraisal of candidates to determine their order of qualification is based solely upon the information submitted. This makes careful and complete preparation of all forms essential if each candidate is to receive the highest appraisal to which he is entitled. The duty of the Fellow Committee is to recommend to the Board of Directors, from those presented to it, the most deserving candidates (up to a maximum number allowed under the IEEE Bylaws). To assure objectivity, the accomplishments of each candidate are appraised in a number of reasonably well defined categories (more fully described in the next paragraph).

It is of prime importance to read the revised "Guide for IEEE Fellow Grade Nominations" and the revised "Handbook - Fellow Grade Nominations" before serious consideration of possible nominees. These publications assist in the effective preparation of nominations. Following are the criteria upon which nominations are appraised; all are important; those of primary emphasis are listed first: technical contributions, theoretical or practical; personal distinction earned, as evidenced by positions held, operational as well as technical; output of technical papers and patents; evaluations by confidential references; duration of particularly distinguished professional activity in positions of major responsibility; duration of active participation in the profession; service to IEEE and its predecessor societies; additional support of the nomination by an IEEE organizational unit, such as Section, Committee, etc.; and service to the engineering community, broadly interpreted, other than through IEEE.

To insure receipt of the required number of Fellow grade references by the April 30 deadline, some sponsors have found it desirable to solicit as many as seven or eight such references; others have followed the excellent plan of monitoring the responses by requesting those named as references to indicate, on a postal card supplied by the sponsor, the date when the form was completed and mailed to the Fellow Committee. All qualified reference forms submitted on behalf of a Fellow grade candidate are considered by the Fellow Committee. This year the sponsor will want to additionally monitor the submission of Evaluation Forms from the IEEE Groups and Societies by the June 15, 1972 deadline date.

When the nomination has the formal support of a Section or organization of equivalent standing (or more than one of these), the candidate's competitive position will be enhanced only if such additional support is documented by a separate written statement from each entity to the Fellow Committee, signed by an appropriate officer. The statement (which is in addition to the five Fellow grade reference forms and Evaluation Form from the IEEE Groups and Societies) should be concise and yet provide all relevant facts in support of the nominee; it must be received by the Fellow Committee by the April 30 deadline.

Should a sponsor of a candidate outside the United States and Canada (i. e. Region 8, 9 or 10) certify that he is unable to furnish the names of five Fellow grade references on the nomination, the Fellow Committee may, in its discretion, accept references from other IEEE members, preferably Senior Members, who are engineers or scientists of recognized standing.

The number of nominations received each year far exceeds the number of new Fellows permitted by the IEEE Bylaws. Inevitably, favorable action on a large number of nominations is impossible. In these cases the proposer (not the nominee) is notified. Such candidates are not reconsidered in a subsequent year unless a new, updated nomination form is submitted by the regular deadline date. Likewise, new written statements of support by a Section, Committee, etc., must be filed by the regular deadline date. Fellow grade reference forms submitted on behalf of a candidate are acceptable to the Fellow Committee for a period of three consecutive years, including the year of original submission. However, new reference forms may be submitted. All qualified reference forms furnished on behalf of a candidate are considered. Members of the Board of Directors, IEEE Regional Committees, the IEEE Staff, or the Fellow Committee are not eligible to serve as references on a Fellow grade nomination.

All information furnished on behalf of a candidate must be typewritten so that legible copies can be duplicated and furnished to all members of the Fellow Committee.

The Handbook and Fellow grade nomination kits are available from Miss Emily Sirjane, IEEE Staff Secretary of the Fellow Committee. These kits contain all of the instructions and materials required for sponsors of Fellow grade nominations.



Technical Activities Board

POLICY STATEMENT AMENDMENTS

IEEE Policy Statement #32: Section-Chapter-Group/Society Cooperation

The IEEE Board of Directors at its November 18-19 Meeting approved the following Statement which is to be substituted for Policy Statement #12, page 23.

"The successful operation of the IEEE at the local level depends upon close cooperation and harmonious relations between the various organizational entities involved; the Section, the Chapters, and the Groups and Societies. Each has responsibilities to serve the members and the others as follows:

Groups and Societies

1. Seek to identify and satisfy the needs of the Chapter members and Sections. Formulate plans to meet these needs.
2. Provide a strong technical resource for Chapters (and Sections where there are no Chapters) having information requirements.
3. Provide educational programs (courses, speakers, etc.) for use by Chapters and Sections as required.
4. Help Sections where there are no Chapters, identify possible leaders.
5. Seek close communication with Chapters. Encourage Chapter Chairman attendance at AdCom meetings. Arrange for AdCom members to visit Chapters.
6. Encourage Chapters to formulate goals and plans, to exert initiative, and innovate activities to reach their objectives.

Chapters

1. Seek to identify and satisfy the needs of the Chapter members, the Section, and the Group/Society. Formulate plans to meet these needs.
2. Encourage Chapter members to provide information to the Group/Society through publications and meetings.
3. Provide manpower resources to the Group/Society and to the Section as required. Past Chapter Chairmen should be encouraged to accept Section offices and jobs and AdCom offices and jobs upon request.
4. Provide technical programs for the Section upon request.
5. Coordinate Chapter meetings dates and times with the Section to minimize conflicts that are detrimental to the membership.

Sections

1. Seek to identify and satisfy the needs of the members, Chapters, Groups, and Societies. Formulate plans to meet these needs.
2. Identify leadership and encourage the formation of Chapters for Groups and Societies having 100 or more members in the Section.
3. Provide training for Chapter officers.
4. Provide publicity for Chapter meetings including the Section Publication (if any).
5. Provide financial support for Chapter meetings including reasonable speaker meal costs.
6. Support Chapters seeking to host major Group/Society meetings."

IEEE Policy Statement #18: Recruiting at Conventions and Expositions

The IEEE Board of Directors at its November 18-19 meeting approved the following revised statement of policy. It should be substituted for the present Policy Statement #27a.

"One of IEEE's fundamental objectives is the dissemination of technical information in electrical and electronics engineering and related fields. Conventions and their associated expositions are among the most important ways IEEE seeks to carry out these scientific and educational objectives.

At times when a severe recession in electrical and electronics industries results in widespread unemployment of engineers, a substantial curtailment is caused both in scientific innovation and in the interchange of theoretical and applied technology. During periods when IEEE has been requested by a national government to serve the public interest by attempting to alleviate dislocations of technical personnel, recruiting and placement activities by prospective employers at IEEE conventions and expositions, especially those directed toward the placement of unemployed engineers and scientists, shall be permitted provided they are carried out in accordance with professional and ethical standards approved in advance by the General Manager.

Except during the periods referred to in the preceding paragraph, recruiting and placement activities at IEEE conventions and expositions are inappropriate and are to be actively discouraged and prevented."

GROUP/SOCIETY MANAGEMENT SEMINAR

Dr. E. A. Wolff, Vice Chairman of TAB, has announced plans for a Group/Society Management Seminar to be offered during INTERCON '72, as was done in 1971. These Seminars are designed primarily to help newly elected AdCom members and officers. Full details will be separately circulated to permit advance registration.

IEEE GROUPS AND SOCIETIES EVALUATION OF FELLOW RECOMMENDATIONS

In accordance with new procedures established by the IEEE Fellow Committee, each Fellow nomination is to be reviewed by the appropriate Group or Society for the purpose of evaluating the significance of the technical work of the candidate. All sponsors have been urged to identify which Groups or Societies are appropriate for this referral.

Also, each Group or Society has been asked to designate an individual who will be responsible to see that all such referrals are handled expeditiously.

1972 will be the first year in which this new procedure will be followed and all concerned are urged to be alert for any procedural defects that may arise. We wish to avoid any possibility that a worthy candidate is not included in the final consideration of the IEEE Fellow Committee because of some breakdown in some part of the procedure arrangements for the Group/Society evaluation.

INTERSOCIETY / INTERDISCIPLINARY CONFERENCE ON TRANSPORTATION

The IEEE Executive Committee has ratified the Charter for the Intersociety Conference on Transportation. Other participating Societies are:

American Society of Mechanical Engineers (ASME)	Society of Automotive Engineers (SAE)
American Institute of Aeronautics and Astronautics (AIAA)	Engineering Institute of Canada (EIC)
Society of Naval Architects and Marine Engineers (SNAME)	American Institute of Industrial Engineers (AIIE)

CHANGES IN NAMES AND TITLES FOR IEEE GROUPS

1. The IEEE Board of Directors at its March 25th meeting, approved a policy statement on IEEE Groups and Societies which provides that the chief officers of Societies will be called Presidents and Vice Presidents, and, further, that the chief officers of Groups may also be called Presidents or Vice Presidents, if desired. As this latter change would be an administrative type of amendment of the Group's Constitution and Bylaws, the TAB Chairman has the authority to authorize such requests. Dr. Chestnut has been receiving and approving such requests, in a piece meal fashion. At the TAB meeting of November 4th, it was agreed that effective January 1, 1972, the chief officers of all remaining Groups would change titles to President and Vice President.

2. In 1970, three IEEE Societies were approved:

S-23, Control Systems
S-16, Computer
S-31, Power Engineering

At the November 18-19 meeting of the IEEE Board of Directors, four additional Societies were approved:

<u>Old</u>	<u>New</u>
G-19, Communication Technology	S-19, IEEE Communications Society
G-28, Systems, Man, and Cybernetics	S-28, IEEE Systems, Man and Cybernetics Society
G-33, Magnetics	S-33, IEEE Magnetics Society
G-34, Industry and General Applications	* S-34, IEEE ? ? ? Society

* (Although the Group petition did not request a change in name, this element was introduced into the IEEE Executive Committee and Board discussions; I understand that the Board action was to approve Society status for G-IGA with the question concerning the exact name to be resolved between the G-IGA Chairman, the Division II Director, and the TAB Chairman. We anticipate that this decision will be reached early in December.)

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INNOVATIONS

NEW HORIZONS FOR ENGINEERING INTERCON

1. Science/Technology Center on the fourth floor where displays of research projects will be shown and demonstrated by companies and institutions at work in avant-garde areas.
2. Low-cost exhibitor tickets now enable exhibitors to invite a wide range of contacts, knowing they'll only be charged \$2.00 for those used, a 50% reduction from last year.
3. Company-sponsored seminars encouraged by a plan offering meeting rooms on a modest rental basis for any number of day or half-day combinations, either to exhibitors or nonexhibitors. Lectures must be high-level, technically-advanced and noncommercial.
4. Rental exhibits as complete packaged units including the exhibit space, a completely installed and furnished exhibit and electrical connections, offered at substantial savings.
5. Special IEEE Group-sponsored seminars and related exhibits pertaining to electronic packaging and medical electronics.
6. Variety of exhibit sizes and shapes with islands, peninsulas, crossovers and L-shapes permitted and with heights up to 12 feet around the perimeters.
7. Combination exhibits and company conference rooms to allow European-style exhibiting where visitors can be entertained and interviewed in privacy after they've reviewed the exhibits.
8. Information Centers exhibits where the engineers from two, three or four companies in the same field can discuss problems with visitors under high productive but low cost conditions.

Popular features to be repeated in March 1972 include:

1. Technical Application Sessions in the fourth floor meeting rooms at the Coliseum. These are practical, today's problems type, highly popular and at no extra charge beyond the regular exhibits' entrance fee.
2. Science Film Theatre on the fourth floor also, where up to 20 of the latest technical and scientific films are shown at no extra charge throughout the week.
3. Tech-Talk Centers provided by INTERCON where attendees can visit with each other in comfortable surroundings.
4. High signs up to 12 feet in all exhibit areas to project company names across the hall and up and down aisles.

Details can be obtained by request of the Convention Department, IEEE.

72 INTERNATIONAL CONVENTION AND EXPOSITION
MARCH 20-23 NEW YORK HILTON AND COLISEUM

Sponsored and Managed by the Institute of Electrical and Electronics Engineers Inc./345 E. 47 St., N.Y., N.Y. 10017/212-752-6800

E. E. No. 38 — 4I

December 1971



GUIDELINES FOR ARRANGEMENTS FOR INVITED VISITORS
TO THE UNITED STATES FROM THE
SOVIET UNION AND EASTERN EUROPEAN NATIONS

Visits of United States citizens to other countries, and of citizens of other countries to the United States, constitute an important element in IEEE relations between the countries involved. They can contribute significantly to the increase in scientific and technological understanding that we seek. The following guidelines have been established to provide a basis for furthering this increase in scientific and technological understanding. They were developed specifically to facilitate an exchange of visitors between the United States and the Soviet and Eastern European Nations, but they may serve as useful guidelines in other situations.

In the case of Soviet and Eastern European visitors, the role of the United States Host (sponsor) is central to the success of the visit and its contribution to the objectives of the special exchange program, now being carried on by the IEEE within the framework of the formal exchange program in effect between these countries and the United States. The ISRC Subcommittee on Cultural and Scientific Exchanges Between the United States and the Soviet Union and Eastern European Nations has been established to ensure that such exchanges are properly carried out and should be called upon for advice about proper procedures to follow in making suitable arrangements. The Secretary of this Subcommittee is responsible for maintaining current awareness of activities in this area.

If he is to fulfill his role, the Host must be prepared to assume a number of responsibilities in cooperation with the cognizant IEEE committees and Institute staff and, when required, with the departments of the United States Government that are engaged in operating the exchange program or are effected by it.

The Host is expected to do the following:

A. Invitees from Countries Other than the Soviet and Eastern European Nations

Consider such factors as: previous history of invited visits by citizens of that country; their proposed itinerary; local facilities available for entertaining them; providing suitable interpreters, etc. in arriving at an overall plan to make the visits as mutually satisfactory as possible. The IEEE International Convention Reception Committee may be able to offer advice and help.

B. Invitees from Soviet and Eastern European Nations to the United States

1. Consider the responsibilities outlined in "A" above.
2. In order to facilitate the issuance of a visa, communicate with the secretary of the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations as early as possible and provide the full name, address, and, if available, the date and place of birth of the prospective visitor. The secretary, in turn, will then communicate this information to the U.S. Department of State, which will set in motion the machinery for consideration of the visitor as a special case under the provisions of the McCarran Act.*
3. Arrange in advance with the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations and the U.S. Department of State the itinerary that the visitor will follow in the United States. Every effort should be made to include in his itinerary as many visits of interest as the Host resources and the U.S. Government restrictions allow.
4. Arrange for the visitor to be met at the port of entry into the United States (usually New York), and assist him during his visit in this country, and see him off upon departure. This activity should be accomplished with graciousness and hospitality -- not with the attitude of policing the visitor.

* It should be noted that, under the provisions of the Immigration and Nationality Act of 1954, specific approval of the Attorney General of the United States is required for the entrance into the U.S. of any individual who has received a visa by virtue of waiver of the regular provisions of this act and that a formal report on each such exception must be made to the Congress of the United States.

5. Engage the services of an American travel agency, if necessary, to assist in arranging transportation, hotel and any necessary interpreter facilities for the visitor. If such an arrangement is made with the travel agency, the sponsor should make sure that the travel agency is aware of these responsibilities.
6. Insure that the visitor follows the agreed itinerary and does not deviate from it without prior consultation between the Host and the U.S. Department of State. When any deviations are requested by the visitor, the Host should try his best to secure permission for such deviations, provided they conform with the spirit of the exchange and do not violate security regulations.
7. Consult with the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations and the U.S. Department of State before making any changes in the itinerary, including additional professional visits, new routing, new scheduling, or requests for extensions of authorized stay in the United States.
8. Write to the U.S. Department of State, copy to the secretary of the ISRC Subcommittee on Cultural and Scientific Exchanges between the United States and the Soviet Union and Eastern European Nations, to confirm the departure of the visitor and to describe any special problems that may have arisen.

It is IEEE policy to make the stay of all invited visitors as enjoyable and rewarding as possible. In no instance should the IEEE impose limitations on length of visits or freedom of access and mobility beyond those imposed by U.S. Government regulations. The Host is expected to exercise good judgment in applying the principles set forth in the foregoing.

POLICY STATEMENT 2-Q

HOSTING INVITED FOREIGN VISITORS

The use of conference funds for the purpose of hosting foreign visitors, who are specially invited to participate in IEEE-sponsored meetings or conferences, are a legitimate conference expense if the conference chairman deems such activity to be beneficial to the objectives of the meeting. Such support, excluding travel expenses, should be included in the conference budget submitted for the approval of the General Manager. When such a budget item is requested, the chairman of the conference should establish a committee specifically charged with the responsibility of acting as host to these visitors.

review of the awards portfolio (Bylaw 305.1(4); E.E. June '69, p. 4; Apr. '70, p. 8), are gradually being adopted. Spectrum, Nov. '71, p. 11, ran an updated list of awards, reflecting recent changes in physical aspects and stipends.

FELLOW ELECTIONS (E.E. Oct., p. 5), based on 1971 nominees, were announced by BofD in November. Presentations to 99 will take place at various Section and Group/Society ceremonies, with additional recognition at March Intercon '72 banquet. (Copy of lists, Emily Sirjane)

MORTON COMMITTEE REPORT on Fellow selection procedures was received by ExecCom in May, and since then by Awards Board and BofD. Recommendations are under BofD consideration.

FELLOW NOMINATIONS, 1972. Deadline is April 30. For full particulars see pp. 4E-4F of this E.E.; also Spectrum, Nov., p. 12. The "Handbook—Fellow Nominations" has been revised: don't use last year's. (Copies of material, kits, Emily Sirjane)

PUBLICATION NEWS

PUBLICATION ACTIVITY. A contemporary report of activities and problems is extant in Spectrum, Oct., pp. 8-9.

LONGSHOREMEN'S STRIKE in U. S. East and Gulf Coast ports has placed an embargo on surface shipments to all overseas areas except parts of the Far East, affecting such IEEE mailings as Spectrum, the Proceedings and Conference Records. However, arrangements have been made to air freight Transactions to Europe at least until December 31.

STAFF EDITOR NAMED FOR SPECTRUM. Mr. Donald Christiansen, former Editor-in-Chief of "Electronics" magazine, has been appointed to the newly created staff position of Editor of "IEEE Spectrum," effective December 1. This responsibility, which in the past has been carried out on a part-time basis by volunteer members of

the IEEE, will henceforth be served on a continuous basis by a full-time professional editor reporting to the General Manager and the Publications Board. Christiansen, a graduate of Cornell University with the B. E. E. degree, has extensive experience both as a practicing engineer in industry and for the past ten years as an editorial staff member of leading electronics publications. He is a Senior Member of the IEEE, a registered Professional Engineer in the state of Massachusetts and a member of several professional and honor societies.

IEEE PRESS. Five reprint books are in the works, to appear this winter (Spectrum, Oct., p. 8), and the organization of four others is well underway. In a sense the first three to come out will run the gamut of sponsorship, genesis, and use.

"Clearing the Air: The Impact of the [U. S.] Clean Air Act on Technology," available in November, was awaited by its sponsors, the IEEE Geoscience and Electronics Group, as a basis for further IEEE societal-advisory consultation with U. S. Government agencies and others.

"Active Inductorless Filters" was another November release. It will be used in an EAB short course. (See item below.)

By mid-December or early January a third volume, "A Practical Guide to Mini-computer Applications," should be out. Sponsored by the IEEE Computer Society, the book contains 28 papers, about half non-IEEE.

Upon request a status report of upcoming titles can be had. A "big promotional campaign" will get under way in January to see IEEE's latest venture into the publishing field off to a self-supporting career. (Report, information, Reed Crone)

"METHODS OF COMPOSING and Printing IEEE Journals" was the subject of a PUB presentation to August BofD. Various composition methods, and types of printing were described, and IEEE's usages tabulated. The three alternative composition/printing combinations offered our journals beginning in '72 are shown, with comparative page costs. (4 pp.; copy, Woody Gannett)

SELECTIVE DISSEMINATION OF INFORMATION (SDI). Spectrum, Oct., p. 9,

noted that a feasibility study is under way looking toward experimentally matching distribution of technical material to reader-interest profiles. (See next item.)

MEMBER QUESTIONNAIRES, accompanying IEEE dues bills mailed recently, were designed partly to develop member-interest profiles. Each member has been asked to list key interests in descending order. It is hoped that the mailing will produce universal, prompt, and cheerful responses in the form of cheques and questionnaires in equal numbers.

MICROFILM COMPRESSION-RATIOS. It has been found that the somewhat less than half-a-million pages of AIEE Transactions from 1884 through 1962; IRE/IEEE Proceedings, 1913-70; Electrical Engineering, 1931-63; Spectrum, 1964-70; and all IRE/IEEE Transactions, 1951-70, will fit nicely onto about 290 compact rolls of microfilm. The fact is of primary interest to libraries in releasing shelf space and in acquiring hard-to-get back volumes. An added attraction is that Spectrum, Transactions, and our other journals will be annually updated on microfilm beyond 1970.

Why not sound out your favorite librarian to whet interest? Particulars, prices, soon available. (Information, Reed Crone)

EDUCATION NEWS

SHORT COURSES. (See Spectrum, Oct., p. 10.) In a new approach to short training courses, Prof. Sanjit K. Mitra of Univ. California-Davis, in charge of EAB's short course program, has generated the first of a dozen or more projected one-day (or equivalent) courses-for-fee for local offering by Sections and Chapters, beginning with San Francisco in November. . . IEEE Press, under sponsorship of EAB, is currently issuing a Mitra textbook for this first short course—on Active Inductorless Filters. . . It is planned to have four or more such courses at Intercon '72 in March, under Prof. Mitra's direction.

CAREER-GUIDANCE. EAB engaged Dr. Donald E. Super of Columbia University

(E.E. Dec. '69, p. 4) to prepare, utilizing the techniques of seminars, "A Career Model for Engineering." In mid-'71 it was digested under title of "Decisions About Careers in Engineering" and made available to Sections and sister societies. . . The Super report appealed so strongly to the National Vocational Guidance Association (NVGA) as a major theoretical contribution to counselors in pre-college vocational guidance that at NVGA's request and expense IEEE has facilitated reprints' reaching NVGA's 10,000 members with proper joint-venture reference.

An ad in Spectrum, Nov., p. 6, notes availability, for guidance use by Sections, of the brochure "Your Challenge in Electrical Engineering."

IEEE SOUNDINGS—round-table aural discussion on tape, prepared under Dr. W. R. Beam—has issued two new releases: "The Human Voice and the Computer," and "Engineering in the Health Industry." See ad in Spectrum, Nov., p. 18. (Further information, including all "Soundings" cassettes to date, Mrs. Emma White)

NUCLEAR STANDARDS. Amid a fog of misinformation in the public Press about alleged ecological and health hazards, some 16 IEEE Standards on many phases of nuclear power generation and radiation instrumentation stand out like beacons—dispassionate fact vs. runaway emotion. A small army of behind-the-scenes toilers among IEEE members plug away ceaselessly, often without public thanks, laying groundwork for hopeful return of the days when electric power was sold openly as a commodity amply protected by reserves. (List of Standards, prices, Sava Sherr)

(N.B. —Re-read Sherr on international standards, in Spectrum, Sept., p. 9)

CONFERENCE NEWS

INTERCON '72. A flyer for the March convention's exhibits is reproduced on p. 4. . . Intercon's technical innovations were scanned in E.E. Aug., p. 5; Oct., pp. 3-4. . . There will be but one grand evening session—the good old "Highlight."

The early-evening event on Monday this year (new) will be an open-bar cocktail party, on the 4th floor of the Coliseum rather than at the hotel; it will constitute a welcome to the exhibits. Though exhibits will be closed at the time, the science/technology-center demonstrations will be in full operation. After the party there will be a tutorial Oceanography session on the same floor.

An innovation preceding the Wednesday evening banquet will be a Head Table reception for dinner guests in the ballroom foyer. Mingled with the crowd will be a good proportion of the newly elected Fellows, receiving anticipatory congratulations.

CONVENTION STAFF CONSULTATION. The Convention Department would like to assist any IEEE unit with its sessions-and-exhibits problems and convention or conference management to the degree requested. The staff is experienced in budget planning, estimating, research, attendance- and exhibit-promotion, technical programming, functions, exhibit operations, facilities, and scheduling. Help would be billed at rates commensurate with the request, or for fees arrived at in advance. See p. 4I, this E.E. for an idea of exhibit-related capabilities. (Inquiries, Bill Hilty)

REGION AND SECTION NEWS

1971 YEAR-END REPORTS DUE. Section meeting reports (E.E. Oct., p. 7) are due at end of year. Deadline for submission to obtain meeting credits is Mar. 1. . . Annual Section financial reports as of Dec. 31 are due before Mar. 1 from all Sections, Regions 1 to 10. (See Statement of Policy #11-C.) In U.S., Region 1-6, returns should be made on forms provided by Feb. 15; these are vital to preparation of IEEE's consolidated Federal Information Return. . . Groups/Societies prepare annual reports for TAB. . . Statement of Policy #21-B requires appointees to outside organizations, for each year of appointment (usually a calendar year), to make a brief letter-report summarizing activities.

1971 DUES IN ARREARS. Rather than wait until Dec. 31 to tell a member he is being forthwith dropped for non-payment of dues (Bylaw 110.2), notices were individually mailed in November (expressed four ways and keyed to monitor responses) foretelling severance and suggesting a way to avoid it. This final attempt at salvage-before-severance by headquarters is not to be confused with initial persuasions applied to the same members in the Sections much earlier in the year. (E.E. June '70, pp. 4-5; Feb. '71, pp. 6-7.)

1972 DUES IN ARREARS. 1972 dues will be due, at least to the extent of 50% (Bylaw 110.1) on Jan. 1, '72, per invoices mailed in November. Sections will receive print-out lists of members whose dues were in arrears as of Feb. 29, with a request to have local Membership & Transfers (M&T) Committees tactfully follow up, by personal visit or phone, those so listed, to ascertain and report the reasons for non-renewal.

Regional Directors will circulate copies of "A Section Program for Follow-Up on Members in Dues Arrears," and should be kept informed of results. (Copy, Charlie Stewart)

REGIONAL OUTSTANDING-LECTURE TOURS. This program was outlined in Spectrum, June, p. 7. Groups/Societies have already named a few qualified speakers. Section chairmen and editors have been encouraged to take advantage of this resource for Chapter and Section meetings.

Obviously, the plotting of a lecture itinerary through a Region to meet Sections' or Chapters' meeting dates and facilities is one demanding close coordination within the Region. Initiative also must come from there—the staff in New York can only assist. (Information, suggestions, Peter Edmonds)

"FOR YOUR INFORMATION"

HOSTING VISITORS FROM ABROAD. The general guide is Statement of Policy #2-Q. In the case of certain nationals attending IEEE affairs in the U. S. there are

additional instructions to be observed, given in the special Guidelines on pages 4K-4N (ivory). The issues most frequently arise in the entertainment of visitors invited to our principal conferences and Intercon.

TRAVEL AND YOUR INCOME TAX. If an IEEE committee member incurs out-of-pocket travel expenses in order to attend an IEEE committee meeting and he is not reimbursed by either his company or the Institute, such unreimbursed expenses may be deductible in whole or in part for federal and/or state income tax purposes. IEEE's counsel recommend that all affected committee members consult their individual tax advisors for instructions on this matter.

IEEE is a tax-exempt organization described in section 501 (c) (3) of the Internal Revenue Code. (E.E. Dec. '69, p. 6; Dec. '70, p. 5.)

WELCOME ABOARD!

New Group Chapters in Sections:

Sacramento Section: Computer Society Chapter.

Tokyo Section: Broadcast and Television Receivers Group Chapter.

Reconstituted Chapters in Sections:

Syracuse Section: Circuit Theory Group Chapter.

Syracuse Section: Information Theory Group Chapter.

(Note: Formerly a Joint Chapter.)

Staff:

Donald ("Don") Christiansen, first Editor of "Spectrum" to be on the headquarters staff (E. E. Aug. , p. 4), follows a 6-year succession of illustrious part-time volunteers: C. C. Cutler, J. J. G. McCue, and D. DeWitt. (See item under Publication News, this E. E.)

* * *

<u>Centerfold pages:</u>	<u>Pages</u>
White - Bylaw Changes	4A
White - Statements of Policy	4B-4D
Pink - Fellow Nominations	4E-4F
Green - TAB News	4G-4H
Canary - Intercon '72 Exhibits	4I-4J
Ivory - Hosting Visitors	4K-4N