

# ELECTRICAL ENGINEERING®

You receive "Electrical Engineering" (E. E.) because of your election or appointment to a leadership position. This newsletter provides you with information about the Institute, in order to help you in your IEEE job. In addition, E. E. will also print quotes from industry and government leaders, when they pertain to our profession. These statements will not be aired to promote any special philosophies, but ". . . to encourage communication among all organizational entities and the staff."

## TOP-SIDE DEVELOPMENTS

**IEEE'S NEW JERSEY BUILDING.** The Executive Committee (ExecCom) has approved the construction of a 35,000 square foot building on the Piscataway site. The building will be designed to allow for a 10,000 sq. ft. addition, if desired. Construction, beginning in July 1973, will take approximately one year to complete.

The move to New Jersey involves operations which, in the judgment of the Board of Directors (BofD), can be more effectively and economically pursued outside the city environment. Departments currently scheduled to occupy the new building are Administration (including the computer), Field Services, and a major part of Publications. The IEEE Headquarters will remain in New York, at the United Engineering Center (UEC).

**IEEE FOUNDATION, INC.** has been formed to provide a means of supporting certain of IEEE's educational and scientific objectives. Future Awards activities of the Institute will come under the operation of this Foundation. Individuals making gifts, donations or bequests to IEEE for such purposes should make them to the IEEE

Foundation. (Further information on this subject appears on page 4-G.)

**NEW MAILING LABEL COSTS** were approved at the February ExecCom meeting. Types of labels that can be printed, a price list, and an order form are given on pages 4-C to 4-F.

**MEETING SCHEDULE.** Site of the November 29-30 BofD meeting will be Hollywood, Florida. The ExecCom meeting, that had been tentatively scheduled for May 18 in Montreal, has been cancelled. (See E. E. Feb., p. 1.)

## SOCIO-ECONOMIC ISSUES

**A JOINT ENGINEERING LEGISLATIVE FORUM** was held in Washington on the last three days of February. Keynote speaker was New York Senator Jacob Javits. Following his remarks, he entered these comments into the Congressional Record: "The Joint Engineering Legislative Forum represents a major breakthrough in developing coordinated effort on behalf of some 10 engineering societies whose membership totals nearly a half million engineers. The Forum is the first such national conference involving lawmakers and the organized engineering profession.

"... a redirection in our Nation's priorities has resulted in new and proposed legislation which will initially affect the engineering profession. The engineering societies, under the umbrella of the Joint Engineering Legislative Forum, are endeavoring to provide substantial assistance to the Congress and the Administration in solving some of the Nation's major pressing social and economic problems.

"I commend the Joint Engineering Societies for their willingness to devote their

very substantial talents and expertise to the Government."



At the Forum, IEEE President Harold Chestnut moderated the panel on "Technology Assessment... Its Impact on Engineering." IEEE Counsel, F. Cummings appeared on the Pension Panel. (See E.E. Feb. p. 2.)

UNITY-PRO AND CON. California Senator John Tunney wrote a few months ago, "Those of us holding political office welcome the coordinated activities of the engineering societies on behalf of all legislative proposals involving the uses and direction of technology."

Indicating the need for concentrated effort on the part of Engineering Societies, James Shivler, President of the National Society of Professional Engineers (NSPE), said, "the liaison experience has served to re-emphasize that the long-standing fragmentation of the technical applications community is a hard fact of life and one which is not about to be waved out of sight by any magic unity wand."

GUIDELINES TO PROFESSIONAL EMPLOYMENT have already been endorsed by organizations representing over 400,000 engineers and scientists. More are expected to have taken action by the end of March. The acceptance of this unity document will be announced at a joint society press conference in April. Representatives of the endorsing societies will be in attendance to signify the collective

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.

action taken by the many groups. (See E.E. Feb., p. 1.) A complete copy of the Guidelines will be printed in the April issue of SPECTRUM. (Pp. 57-60)

PENSION LEGISLATION was discussed at a March news briefing held by IEEE President Harold Chestnut and Executive Director and General Manager Donald Fink. It was noted that the IEEE is working on a volunteer pension plan that would be funded with after-tax dollars. Questioned about possible IEEE participation in the Pension for Professionals Plan (PFP), Mr. Fink noted that the Institute was having discussions with them. He said, "When they have a workable plan to offer, IEEE will consider it."

In the Senate, the bill to achieve reforms in America's private pension plan system (S. 3598) was favorably reported last year, but it did not become law. The measure was introduced again in the opening days of the new Congress; it is now designated S. 4. (See Spectrum Jan., p. 19)

THE TECHNOLOGY ASSESSMENT BOARD developed two vacancies because Senator Allott and Representative Cabell failed to win re-election. Their seats were quickly filled by New Jersey Senator Clifford Case and Representative Olin Teague of Texas. Named as Chairman of the Board was Massachusetts Senator Edward Kennedy, who will serve for the duration of the 93rd Congress.

VOLUNTARY PILOT EMPLOYMENT ACTIVITY EXPERIMENT is being conducted by IEEE for the next six months. This will be an attempt to locate jobs for unemployed IEEE members. To be entered into the system, unemployed members should request and fill out an employment packet. (Copy, Joe Casey) Recruiters or Search Firm representatives with employment placement interest should contact Andrew Associates, International Executive Search, Box 311, Franklin Lakes, New Jersey 07417.

#### PRODS AND AIDS

NOMINEES FOR OFFICE, 1974. Sections, Groups/Societies, other IEEE units, and individual members may recommend members to 1974 standing committees and boards (except BofD) before June 1. Guidelines and nomination forms are included on pages 4-A and 4-B. (Extra copies, Emily Sirjane) The committees and boards are listed in Bylaw 304.2, with the duties defined in Bylaws 304-311.

Regional Committees of odd-numbered Regions 1 to 9, by April 30, must present their nominees for 1974 Delegate/Regional Directors to the BofD. (Bylaws 201.3, 313.4, 313.8, 401.7)

Groups and Societies in Technical Divisions I, III, and V completed their nominations procedures on March 1. (Bylaws 201.2, 310.2)

NEW ORGANIZATION ROSTER has been distributed. Its a handy "who's who" to IEEE leaders and organizations. The new edition contains all of the January personnel changes. (Copies, Emily Sirjane)

PLAN AHEAD. Many organizations seem to slow down during the summer months because of various outside influences. That means you must start planning fall activities now, so that you do not lose time reorganizing in September. By making the assignments now, preliminary plans can be made before the vacation slump.

#### CONVENTION NEWS

IEEE INTERCON was programmed to be a rousing success. However, since we had put the editorial pages of E.E. into print before the convention dates, we left a few lines for you to enter your own enjoyable experiences.

FLOOR SPACE SALES for the IEEE INTERCON exhibition, at the New York Coliseum, have exceeded budget expectations. Smiling faces were seen in the 9th floor Convention offices. (Largest smile, Joe Doblmeier)

WESTERN ELECTRONIC SHOW AND CONVENTION (WESCON) will be held on

September 11-14 in San Francisco. All exhibits will be held in Brooks Hall in the Civic Center with the technical sessions held in the adjacent Civic Auditorium.

A new trade show management organization to operate WESCON is being created because of the withdrawal of WEMA as co-sponsor. WEMA, a western regional trade group, had been a co-sponsor of WESCON since 1952. While the exact makeup of the new sponsoring body is still to be finalized, it will reflect a closer identification of WESCON with the IEEE's Los Angeles Council and San Francisco Section.

The new organization will still be directed by Don Larson.

THE ANNUAL BANQUET PROGRAM was modified when Barbara Ward cancelled her appearance as guest speaker because of illness. Instead, the featured address was given by Dr. Lewis Branscomb, Vice President and Chief Scientist for IBM.

#### PUBLICATION NEWS

A NATIONAL SCIENCE FOUNDATION (NSF) grant of \$128,300 was given to IEEE to support "The Annals of the IEEE: A Selective Publication Experiment." The project is scheduled to be completed by Aug. 31, 1975.

The study calls for the classification, by subject matter, of articles that appear in the various Journals, Transactions and Proceedings published by IEEE. A selected group of subscribers (5,000) will fill out a technical profile form to ascertain their fields of interest. Instead of complete volumes, they will receive only those articles that contain material on their indicated interests. The study will attempt to determine if this is a better method of distribution of technical material.

A CUMULATIVE INDEX to PROCEEDINGS OF THE IEEE for 1960-1971 and an index to TRANSACTIONS for 1951-1971 are being produced by Nichigai Associates, Inc., a Tokyo based firm. Cost is \$40 and \$125, respectively. The books will be sold by Nichigai Associates and IEEE, with the Institute receiving a royalty no matter which

group makes the sale. Current plans are for IEEE to publish its own indexes in the future.

IEEE PRESS has just published "Digital Signal Processing," edited by Lawrence Rabiner and Charles Rader. This volume of selected reprints will be useful to those involved in fields ranging from radar to the analysis of bio-medical signals and from seismic exploration to speech processing. The IEEE Press has printed a booklet listing their new titles as well as a complete backlist of published materials. (Available from Reed Crone)

1972 INDEX TO IEEE PERIODICALS will be available later this month. It lists materials from over 200 publications and contains over 28,000 index entries. For the first time, the index has an appendix containing a comprehensive list of technical meetings for which a publication was issued. The Member cost is \$12.50; non-Member price is \$25. (Copies, Elizabeth Braham)

REGION AND SECTION NEWS

MEMBERSHIP RETENTION has been good despite the recent dues increase. However, that's no reason to disregard those people who have not signed on the dotted line. Each Section has received a list of delinquents. The best way to get them back into the fold is by someone making personal contact with them. Maybe they just wanted to be more than a number.

OUTSTANDING LECTURE TOURS - INTERNATIONAL. When competent speakers plan to travel outside the United States, advance notice should be sent to the Sections in those areas where the speaker intends to visit. Sections, when informed, may wish the traveller to speak at a meeting. It is essential to give three months notice prior to the trip. This advice holds equally as well to speakers planning on traveling to the United States. (Advice, Peter Edmonds)

STUDENT NEWS

"MEMBER BEN" CONTEST WINNER is Kenneth D. Field of Brown University.

Both Ken and the Brown University Student Branch will receive a Hewlett Packard Model HP 35 Calculator. In second place was Daniel Metheny of Colorado State University. Raymond Bryars of the University of Waterloo (Ontario, Canada) finished



third. The contest was to describe the "Member Ben" button in 50 words or less. Here's the winning entry: "Ben was the guy (if I've got it all right...) Who wrote of Poor Richard, and messed with a kite. In addition to libraries, his projects included Electrical theories and groups instituted. Like I-triple-E, his major intention Was to spread around knowledge for folk's comprehension." (Ed. note - poetry like that may bring back the Burma Shave signs.)

NEW OFFICERS will soon be elected in many of the Student Branches. Plans should be made for the smooth transfer of records and information to the incoming group. After the election, remember to send the names of your new officers and/or Counselor to Headquarters.

GRADUATING IN JUNE? Don't hide. You should have received a blue card asking for your new address. Fill out the card and return it to IEEE Headquarters. Last year over 90% of the graduating students returned these cards. Branch Chairmen should make this reminder at their next meeting.

STUDENT MEMBERSHIP SALE DAYS (March 1 - August 31). While this sale is on, membership dues will be \$4 for the balance of the year. This is a 50% reduction from the regular price. In addition, if you act now, new members can join a Group or Society for only \$1 extra per organization. The third bargain special for new members is PROCEEDINGS OF THE IEEE for only \$3.50. Get your Membership Committee working now, while the sale lasts. (Extra Membership Aids, Bob Asdal)



RECOMMENDED NOMINEE FOR IEEE SERVICE

NOMINEE RECOMMENDED FOR: (indicate office, committee, board)

Before filling in, please read Guidelines on reverse side.

NOMINEE \_\_\_\_\_  
First Name Middle Initial(s) Last Name

MAILING ADDRESS \_\_\_\_\_

BUSINESS AFFILIATION \_\_\_\_\_  
Name of Company

Company Address Telephone Number

Title or Position in Company

Indicate present type of work: research, development, sales, teaching, etc.

IEEE RECORD: Present Membership Grade \_\_\_\_\_

\*Offices Held (with dates) \_\_\_\_\_

\*Medals, Prizes, Awards \_\_\_\_\_

Other \_\_\_\_\_

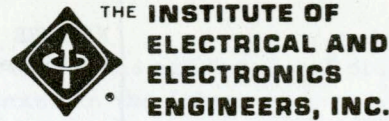
\* If available to nominator.

OTHER INSTITUTE AND SOCIETY MEMBERSHIPS AND GRADES \_\_\_\_\_

COMMENTS BY NOMINATOR: Give an outline of the nominee's specific qualifications for the nomination or appointment here (use separate sheet if necessary).

Date Name of Nominator

Telephone Number Address



THE INSTITUTE OF  
ELECTRICAL AND  
ELECTRONICS  
ENGINEERS, INC.

345 EAST 47TH STREET, NEW YORK, N.Y. 10017 AREA CODE 212 752-6800

GUIDELINES FOR RECOMMENDING NOMINEES FOR SERVICE TO THE IEEE

This form shall be used in submitting the names of nominees to be considered for the elective offices of the IEEE (President and Vice-President) and for recommending appointments to the IEEE Committees and Boards. The completed form shall be mailed to the Staff Secretary of the Nominations and Appointments Committee at IEEE, 345 East 47th Street, New York, New York 10017.

The general qualifications for service to IEEE are not different from those in any position of responsibility and trust: competence, experience, willingness to take on the task, availability of time to participate, enthusiasm, and vigor. In the absence of such qualities, 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 task, that member should not be proposed.

Competence implies knowledge and ability to serve creatively and actively, not merely passively. The responsibilities of the IEEE Directors and the tasks of the various Standing Committees and Boards are described in the IEEE Bylaws, and these should be consulted if the nominator is not certain of the tasks to be performed. 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 to be performed. The technical tasks require knowledge of one or more engineering or scientific fields and the ability to make sound judgments. Administrative tasks involve the judgment of people and organizational operations, and the ability to develop appropriate Institute policies and objectives.

In judging candidates on the basis of experience, prior work in Institute affairs is, of course, important but should not outweigh ability. Since new vitality must be brought into the IEEE organization, 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 task may be suitable if highly competent, since he or she will soon "learn the ropes."

Willingness to serve is, of course, essential. There is no rule against a nominee being consulted by the nominator to ascertain this. However, since candidates are proposed from many sources, the Executive Committee and Board may have more candidates than there are open positions. When consulting nominees, therefore, it should be made clear that they cannot be assured of appointment.

Availability of time to participate is usually an important 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.

Enthusiasm, vigor and creativity are, we believe, among the 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 ideas. Much of this must come from younger members, although chronological age is not necessarily an indicator of a youthful attitude of mind, nor of current involvement in the affairs of the profession.



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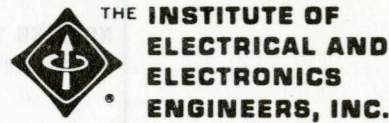
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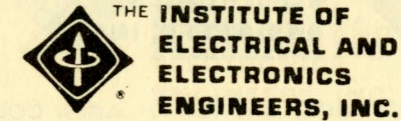
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#### AVAILABILITY OF LABELS AND ROSTERS

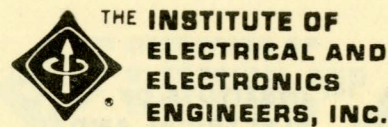
Attached is an updated list of expanded label and roster services and their costs, available through IEEE Headquarters.

We wish to call your attention to the flexibility in the types of labels and rosters that can be ordered, and the fact that data on our members in many combinations can only be secured through the Membership Data Bank maintained at Headquarters.

The Membership Data Bank contains the following information:

- Name and Mailing Address
- Company Name and Address
- Region, Council, Section Subsection Affiliation
- Membership Dues Status
- Industry Classification - Function or Position
- Current Membership Grade and Date of Election
- Previous Membership Grades and Elected Dates
- Highest Degree Earned
- Date of Birth - Sex
- Group or Society Enrollments
- Subscriptions to other Journals
- Insurance Status
- Technical Interest Categories

We believe that we can service your needs at the lowest possible cost.



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ORDER FORM - MAILING LISTS  
(Please print all information)

NOTE: If a standing order has already been placed with IEEE Headquarters, please do not duplicate your order.

SECTION/SUBSECTION NAME: \_\_\_\_\_

GROUP/SOCIETY CHAPTER: \_\_\_\_\_

PURPOSE OF MAILING: \_\_\_\_\_

TYPE OF LABELS TO BE USED: (CHECK ONE)	<input type="checkbox"/> 3-1/2" ungummed Cheshire	<input type="checkbox"/> 4-up 1.3¢	<input type="checkbox"/> 1-up 4.0¢
	<input type="checkbox"/> 3-1/2" Avery (self adhesive)	<input type="checkbox"/> 4-up 1.3¢	<input type="checkbox"/> 1-up 4.0¢
	<input type="checkbox"/> 3-1/2" perforated gummed	<input type="checkbox"/> 4-up 1.3¢	<input type="checkbox"/> 1-up 4.0¢

DATES TO BE MAILED MONTHLY FROM IEEE HEADQUARTERS Please specify day of month	July _____ day	November _____ day	March _____ day
	August _____ day	December _____ day	April _____ day
	September _____ day	January _____ day	May _____ day
	October _____ day	February _____ day	June _____ day

Indicate here whether more than one set is required on the above mailing dates: \_\_\_\_\_

CLASS OF MAIL TO BE USED BY IEEE FOR SHIPMENT: (CHECK ONE)  PARCEL POST  FIRST CLASS  AIRMAIL

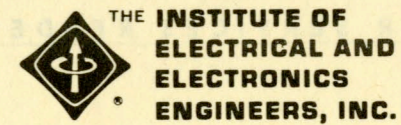
IEEE TO SHIP TO: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

THIS ORDER PLACED BY: Name \_\_\_\_\_ Office Held \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date \_\_\_\_\_ Telephone Number \_\_\_\_\_



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TO: IEEE REGIONS, SECTIONS, GROUPS AND SOCIETIES (AND CONFERENCES SPONSORED SOLELY BY IEEE)  
**LABEL, PRINTING AND MAILING CHARGES**

Name and Address Selections:	Price per 1,000
a) Four Across Labels	\$13.00
b) One Across Labels	\$40.00
<b>Rosters</b>	
c) Four Across label format	\$20.00
d) One Across label format	\$50.00
e) Name and address on one line	\$20.00
<b>Company Affiliation Rosters</b>	
a) One Across Roster	\$30.00
<b>Technical Interest Selections:</b>	
a) Four Across Labels	\$30.00
b) One Across Labels	\$60.00

**Mail Room Labor**

If certain minimum conditions are met we may use automatic equipment for insertion of material, affixing the label, and applying the postage to the envelope. The minimum quantity for use of the automatic equipment is 1,000 pieces.

**Affixing:** Affixing labels on quantities in excess of 1,000 can be done on automatic equipment providing they are Cheshire and not Avery labels. Avery labels must be applied by hand and this service is therefore subject to the hourly rate of \$6.00.

**Sorting:** All second and third class Non-Profit mail must be sorted manually into five groups (Post Office regulations - details below), and this service is therefore subject to the hourly rate of \$6.00.

**Inserting:** The inserting machine will accept envelopes ranging in size from 3/4" x 6" to 6" x 12". The paper must be 20 lb. stock or better. The maximum number of inserts is six. Each single enclosure must be at least 3" x 5" in size but smaller than 6" x 12". Any other inserting jobs will be handled manually at the \$6.00 per hour rate.

The following are the rates for automatic equipment:

a) Affixing Cheshire Labels	\$ 4.00 per 1,000
b) Inserting and Mailing	\$ 7.00 per 1,000
c) Affixing, Inserting and Mailing	\$10.00 per 1,000

**Printing Labor** (including stapling, collating, etc.) \$ 9.00 per hour  
Cost of materials (see reverse side) will be billed in addition

**U. S. POSTAL SERVICE - REQUIRED SORTING AND MAILING REGULATIONS**

The following are the U.S. regulations which apply for sacking, labeling and dispatching second and third class matter. When there are six or more (ten for third class) individually addressed pieces to the following described destinations, they must be securely wrapped or tied together as a package by the mailer. Each sack must be labeled as to its designation. Mail must be sorted into the following categories:

- Five-Digit Zip Code Packages:** The mailer must package all pieces which are addressed to the same five digit Zip Code delivery unit. The pieces must be faced in the same direction.
- Mixed City Packages:** Mail bearing the same first three digits of the Zip Code for a city must be combined into a package and labeled "Mixed City" (same city with different Post Office districts).
- Sectional Center Facility (SCF) Packages:** After all warranted five-digit Zip Code and Mixed City Packages have been prepared, the pieces remaining for Post Offices in a sectional center must be combined into a package and labeled "Mixed SCF". These are pieces with the same first three digits of the Zip Code but going to different cities.
- State Packages:** The pieces remaining for a State must be combined into a package and labeled with the name of the State.
- Mixed State Packages:** Pieces remaining after the above packages have been prepared must be combined into a package and labeled "Mixed States".

MATERIAL COSTS FOR SERVICES RENDERED BY IEEE

Medium Run - Plain Mat \$ .12 each  
 Chief 22 - Aluminum Plate \$ 3.00

PAPER

COST PER 1,000

8½ x 11 Plaza Xeralith \$ 2.50  
 8½ x 11 Multilith Plaza Xeralith Emblem 5.00  
 8½ x 11 Mead Cockle - Letterhead 7.00

POSTCARDS

Single, Government stamped \$ 60.00  
 Double, reply, Government stamped 120.00  
 Single, unstamped 5.00  
 Double, unstamped 10.00  
 Double postcard stock (printed and mailed from Headquarters) 110.00

ENVELOPES

CODE NO.

G-2	Third Class #10 with printed indicia for Permit #8021	\$ 5.50
G-9	First Class business reply (blue) for Permit #1332	17.50
G-12	Colored blue inside for ballot privacy 7½ x 3½	8.50
G-13	Return Envelope for G-12	6.75
G-18	Business reply 8¼ x 4, First Class permit #1332	6.00
G-20	First Class #10, 9½ x 4¼ with IEEE corner card	5.50
G-21	Third Class #10, 9½ x 4¼ with IEEE corner card	5.50
G-22	Third Class postage saver with spot of gum 9-3/8 x 4-1/8	7.50
G-23	Sections envelope with just IEEE #10 First Class	5.50
G-27	Printed 8¢ Government #10 envelope	95.00
G-33	Printed #10 Air Mail	10.00
K-2	10½ x 7½ corner card, gummed flap and clasp	21.00
K-3	9 x 12 corner card, gummed flap and clasp	22.00
K-7	9½ x 12¼ corner card, gummed flap and clasp	22.00
K-10	10 x 13 corner card, gummed flap and clasp	25.00
K-11	14½ x 11¾ no corner card, gummed flap and clasp	28.00

EXCERPTS FROM IEEE POLICY STATEMENTS

#6 - "MAILING LISTS"

IEEE membership mailing lists, whether obtained through IEEE Headquarters or through any IEEE organizational unit, may be used only in connection with normal IEEE-sponsored activities, and may be used only for such purposes as are permitted under the New York Not-For-Profit Corporation Law. They may not be used for electioneering in connection with any office within the IEEE, or for political purposes, or for commercial promotions, except as explicitly authorized hereunder. 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 B.3

3. Requests for labels by institutions and organizations with scientific, technical and educational goals, as 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 IEEE General Manager or his deputy.

EFFECTIVE DATE: January 1, 1973

(These prices are guaranteed for three (3) months  
 Beyond effective date; subject to change thereafter.)



To Members of the IEEE Board of Directors  
 Chairmen of Major Boards and Committees

Date 3/8/73

From Donald G. Fink, Executive Director

Subject Donations and Bequests to the IEEE  
 Foundation, Incorporated

Gentlemen:

As you are aware, the recently approved changes in the IEEE Constitution will shortly require a change in IEEE's tax-exempt status. Under this new ["501(c)(6)"] tax status, gifts, donations and bequests made to IEEE will not be deductible for Federal income, gift and estate tax purposes. Accordingly, we must use every means at our disposal to inform potential donors of this fact and to suggest that such gifts, donations or bequests be made to the IEEE FOUNDATION, INCORPORATED, care of the Executive Director, 345 East 47th Street, New York, N. Y. 10017.

The IEEE Foundation, Incorporated is a new not-for-profit organization, which will enjoy the type of tax exemption ["501(c)(3)"] under which IEEE has operated in prior years. Donations and bequests made to it will be deductible for Federal income, gift and estate tax purposes. Although the Foundation has not yet received a ruling to this effect from the Internal Revenue Service, it is expected that one will be forthcoming and that it will be retroactive to the date on which the Foundation was incorporated. The Foundation has also requested a ruling from the Internal Revenue Service that it is not a private foundation within the meaning of the Internal Revenue Code. It is expected that such a ruling will be made, and that it, too, will be retroactive to the date of incorporation. The Foundation will devote its funds exclusively to further the scientific and educational purposes of IEEE. For example, funds for new Awards, set up by gift or bequest to recognize distinguished achievement or service in our fields of interest, can be received and will be administered by the IEEE Foundation.

If you know of any impending donation or bequest, it would be appreciated if you will inform the undersigned, so that the appropriate procedure can be outlined to the donor.

*Don Fink*



# Technical Activities Board

## Technical Activities Manual

A revised edition of the Technical Activities Manual has been distributed during the past month to all IEEE members who have IEEE commitments and functions that appear to require access to all documentation relevant to TAB. The Manual is available in both a full edition and an abridged edition. The latter is intended for individuals who will have received through other channels copies of basic IEEE documents, such as the Constitution, Bylaws, Policy Statements, Awards Manual, Fellows Manual, etc. There follows a copy of the latest revision of the Table of Contents of the TAB Manual. You will notice that each component is dated and that items not included in the abridged edition are identified by an \*. After you have reviewed this Table of Contents, please contact the Tab office (Mariam Herrick) if you:

- a) Need a full edition
- b) Need an abridged edition
- c) Need a particular item

Please let us know your IEEE role that related to (a) or (b). We may have overlooked other IEEE members serving in similar roles, and your help will be much appreciated.

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\* Omitted in Abridged.



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# Special Notice:

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## CONFERENCE PUBLICATIONS

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The Joint RAB/TAB Technical Meetings Committee adopted a revised procedure effective January 1, 1973. The purpose of the revision is to encourage prompt shipment of the copies of conference publications needed to fulfill our immediate commitments to library subscribers (OOP-Option #1). An advisory memo was distributed to all Conference Committees and Conference Sponsors. This special notice will hopefully fill any gaps missed in the original distribution. Please pass on the word.

DELAYS IN SHIPPING CONFERENCE PUBLICATIONS WILL REDUCE THE PAYMENT TO THE CONFERENCE BY 1% OF THE LIST PRICE FOR EACH WEEK OF DELAY. SEND NOTICE OF SHIPMENT TO EDWIN MAC DONALD, TAB OFFICE, IEEE, 345 E. 47th ST., NEW YORK, NEW YORK, 10017; (212) 752 - 6800 Ext. 436.

### STANDARDS NEWS

A NEW STANDARD ON ELECTROMAGNETIC RADIATION is being published by IEEE for the American National Standards Institute (ANSI). It deals with "Techniques and Instrumentation for the Measurement of Potentially Hazardous Electromagnetic Radiation at Microwave Frequencies" and has already been adopted by the Department of Defense. The cost is \$5 and it is available from the IEEE Standards Office. (Write, Sava Sherr)

IEEE STANDARDS COUNCIL has been formed to replace the IEEE Standards Committee's Subcommittee on ANSImatters (ANSCOM). The membership of this Council would include all IEEE heads of delegations to outside standardizing bodies and committees. The three main areas of activity for the new Council are: to develop procedures to make sure that IEEE delegates are properly instructed, to stimulate activity in inactive committees on which IEEE has representatives, and to improve the interface between the Institute, its delegates, and outside standardizing bodies.

### HONORS

FORMER IEEE PRESIDENTS J. H. Mulligan, Jr. and R. H. Tanner were commended by the ExecCom "for their success in preserving the Institute, in guiding it to respond to the needs of its members in times of great stress." The commendation was given for the smooth and successful change in broadening IEEE's obligation to its members by means of the recent Constitutional revisions.

SAVA SHERR, Manager of IEEE's Standards Operations, has been appointed to the Executive Standards Council. The Council is responsible for the development and maintenance of all procedures relating to the initiation, coordination, and management of American National Standards.

AWARDS NOMINATIONS for next year's IEEE Medal of Honor and four Major Annual Medals (Edison, Founders, Lamme

and Education) are due by June 1. The Awards program is designed to recognize outstanding achievement in the field of electrical and electronics engineering. If you think someone deserves one of these awards, let us know. (Awards description and nomination form, Una Lennon)

REAPPOINTED as the representative on the United Engineering Trustees (UET) was W. K. MacAdam. Rudolf Kompfner was appointed Chairman of the Candidate Research Committee. The new Chairman of the Student Activities Committee is Dr. Harry Weber. Congratulations to all.

### FOR YOUR INFORMATION

"SIX OF THE MOST PRESTIGIOUS PROFESSIONAL SOCIETIES of engineers joined together on the occasion of National Engineers Week to send an open letter to the President and the Members of the 93rd Congress.

"The letter is such a marvelous offer of support for our country, such a dedication to our way of life and enthusiasm for the future that I congratulate the Presidents and Members of these societies."

These words, of Senator Frank Moss, were entered into the Congressional Record.

The letter pledged the support of the six societies in developing "a planned, sustained, and far-sighted policy for use of the nation's science and engineering resources." Besides IEEE, other societies endorsing the letter were the National Society of Professional Engineers (NSPE), American Society of Mechanical Engineers (ASME), American Society of Civil Engineers (ASCE), American Institute of Chemical Engineers (AIChE), and the American Institute of Aeronautics and Astronautics (AIAA).

IN MEMORIAM LARRY CUMMING. A former IEEE Field Secretary and Technical Secretary to the Joint Technical Advisory Council (JTAC), Larry Cumming died on February 24th. He was 71.

A Member of the Institute of Radio Engineers (IRE) since 1927, he was largely responsible for implementing the "group" organizational concept that we still use.

He served as IRE Technical and Groups Secretary, as well as Vice Chairman of the IRE Standards Committee. Mr. Cumming was a Fellow of IEEE.

NEW CASSETTES AVAILABLE. Two new cassettes have been recorded. "A Bio-Medical Engineering Career" tells you what its like to be an electronics engineer in a modern hospital. (\$4.) "How to Beat Swords into Plowshares... Technology Utilization" is the second tape in this year's Soundings series. It describes both industry and government programs on the techniques necessary or available to make commercial use of technology. (\$7 for Members, \$12 for non-Members) (Order forms, Emma White)

WELCOME ABOARD!

New Group/Society Chapters in Sections:

Wichita Section Joint Chapter of the  
Computer/Control Systems Societies.

New Student Branches:

California State University at Chico,  
Chico, California

Conestoga College of Applied Arts and  
Technology, Kitchener, Ontario, Can.  
Hagerstown Junior College,  
Hagertown, Maryland  
Holding Technical Institute,  
Raleigh, North Carolina  
Indian Institute of Technology,  
New Delhi, India  
Purdue University, Calumet Campus,  
Hammond, Indiana  
Purdue University, Fort Wayne Campus,  
Fort Wayne, Indiana  
University of Quebec, at Trois-Rivieres,  
Trois-Rivieres, Quebec, Canada  
San Diego Mesa Junior College,  
San Diego, California  
Saskatchewan Technical Institute,  
Moose Jaw, Saskatchewan, Canada  
Staten Island Community College,  
Staten Island, New York  
Trenton State College,  
Trenton, New Jersey  
University of Western Ontario,  
London, Ontario, Canada  
Wilkes College,  
Wilkes-Barre, Pennsylvania

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