

MEETINGS AND PAPERS COMMITTEE

General

The purpose of this committee is to arrange the programs of the general monthly meetings. This involves the selection of topics and qualified speakers for each meeting. It is essential that this committee be organized early in the summer and that programs be arranged as far in advance as possible.

The program for each meeting shall be brought before the Executive Committee of the Section for discussion and approval. Successful committees in the past have held at least two meetings during the summer and have brought to the first Executive Committee Meeting an outline of a complete program for the year. At this first Executive Committee Meeting the Meetings and Papers Committee Chairman should present the program for the first general monthly meeting as a definite proposal so that it can be approved by the Executive Committee and final arrangements completed for the program.

The Section is required to send a report of each meeting to National Headquarters on proper forms provided by Headquarters. The Chairman of the Meetings and Papers Committee is responsible for the preparation of such a report on each monthly general meeting. He should obtain a supply of these forms from the Secretary-Treasurer and after each meeting the forms should be completed and forwarded to the Secretary-Treasurer for signature and mailing to Headquarters.

The Chairman of the committee shall make arrangements to have a copy of the published notice of the meeting sent to the speaker for his information.

Type of Meetings

The general monthly meetings are held the second Tuesday of each month starting in October and ending in May unless otherwise ordered by the Executive Committee.

One meeting is normally reserved for students and is known as "Students' Night". This meeting is arranged for by the Students' Activities Committee in cooperation with the Meetings and Papers Committee.

One meeting is generally set aside as "Ladies' Night". Some other meetings may be joint affairs with other local societies.

It has been customary to hold a joint meeting with the Maryland Section each year, alternately in Washington and Baltimore.

In general, talks at the general monthly meetings should be technical yet popular in nature and so designed as to appeal to the largest group of members possible. Newsworthy topics handled by well-known speakers should be the goal. Subjects may well relate to electrical engineering in its broadest aspects and social implications. The Ladies' Night meeting may involve a program featuring a motion picture instead of a speaker, or some other form of non-technical entertainment.

Inspection trips of a general nature may be arranged by this committee, subject to approval by the Executive Committee.

Organization

The committee should consist of a Chairman, Vice Chairman and committee members. The size of the committee should be determined by the Chairman but as a rule should consist of representatives of sufficient industry, educational and government groups to assure programs of general interest.

The committee should hold its first meeting early in the summer, decide on recommendation and obtain approval of topics for the first meetings of the forthcoming year. Programs for subsequent meetings should be arranged for as early thereafter as possible, with alternative possibilities available where practical.

Individual committee members should choose a meeting and agree to handle all matters relating to it, such as choosing a speaker, contacting the speaker, handling the necessary details incident to the negotiations, furnishing the Publicity and Attendance-Sociability Committees the information they need for publicity and arrangements, and finally seeing that the speaker is satisfactorily received and cared for while he is in the city.

Where a joint meeting with another society is to be held with the other society as host, most of the work is handled by the other society. In each such case, however, a representative of our Meetings and Papers Committee should be assigned to work with the other society.

Papers

All papers should be considered by the Committee on the basis of subject interest and merit for possible entrance by the Committee on behalf of the author in District and Institute prize paper competitions and for forwarding to "Electrical Engineering" for publication consideration. (See Sections 46, 47 of The Institute By-Laws.)

Budget

An estimate of expenses expected to be incurred in obtaining speakers should be submitted to the Secretary-Treasurer of the Section for budget approval and appropriation. Consideration will be given to payment of fees or traveling expense of speakers if qualified speakers not obtainable without such expense. Expenses incurred should be submitted in writing by him for reimbursement.

Meetings

A 1950-51 poll of the membership indicated that a desirable frequency of technical meetings was one per month. Regularity of meetings would have some advantages such as "on the fourth Thursday".

Technical Topics

The following topics are listed as typical of subjects for discussion in Technical Group meetings:

A. Electronics Group

Electronics in Railroad Applications
 Test Range Instrumentation
 Miniature Components
 Electronics in Meteorology
 Plastic Electret
 Electronics in Astronomy
 Nuclear Instrumentation
 R.F. Processing of Foods

B. Communications Group

Aircraft Television Relay
 Radio Relay Links (Microwave)
 Interference Problems
 Coaxial Cable Communications System
 Communication Theory

TECHNICAL PROGRAM COMMITTEE

General

The function of the Technical Program Committee is to make all arrangements, subject to approval of the Executive Committee, for group discussions of technical subjects to be conducted on a more advanced basis than desirable in general meetings. The objective is (1) to elevate the plane of these technical discussions so that there exists a good balance between theory and popular presentation, (2) to obtain a level that will satisfy all members of the A.I.E.E., and (3) to promote a higher standing of the Washington Section in technical matters. It is intended that the program arranged by this committee include an accomplished speaker presenting background and theory, techniques and demonstrations to illustrate the principles. As far as consistent with the above objective, local talent should be encouraged. Field trips are suggested where they will add to interest in the program. A 1950-51 poll indicated evenings or Saturdays as the preferred times for inspection trips.

Meetings

A 1950-51 poll of the membership indicated that a desirable frequency of technical meetings was one per month. Regularity of meetings would have some advantage such as "on the fourth Tuesday".

Typical Topics

The following topics are listed as typical of subjects for discussion in Technical Group meetings:

A. Electronics Group

Electronics in Railroad Applications
 Test Range Instrumentation
 Miniature Components
 Electronics in Meteorology
 Plastic Electret
 Electronics in Astronomy
 Nuclear Instrumentation
 R.F. Processing of Foods

B. Communications Group

Aircraft Television Relay
 Radio Relay Links (Microwave)
 Interference Problems
 Coaxial Cable Communications System
 Communication Theory

Magnetic Tape Recording
 FM vs. AM Transmission
 Crossbar Telephone Switchboard
 Circular Polarization as applied to Communications

C. Electrical Research

Conduction in the Solid State
 Seismograph in the Gulf of Mexico
 Magnetic Amplifier
 Distributed Vacuum Tube Amplifier
 Digital Computers
 High Frequency Characteristics of Vacuum Tubes

D. Mathematics

Hamiltonian Papers
 Westinghouse Computer
 Gravitation Fields and Forces
 Electromagnetic Theory
 Selected talks by outstanding men in this field.

E. Power

Generation
 Transmission and Distribution
 Utilization
 Atomic Energy
 Field Trips

This grouping was altered in the 1950-51 season to the following:

- A. Communications, Electronics, Instrumentation
- B. Basic Sciences, including Fundamental Concepts, Mathematics
- C. Power, including Generation, Transmission, Utilization

Papers

All papers should be considered by the Committee on the basis of subject interest and merit for possible entrance by the Committee on behalf of the author in District and Institute prize paper competitions and for forwarding to "Electrical Engineering" for publication consideration. (See Sections 46, 47 of The Institute By-Laws.)

Organization

The committee should consist of a Chairman, Vice Chairman and committee members. The size of the committee is determined by the Chairman of this committee, but as a general rule the committee should consist of carefully selected representatives of industry, government, educational institutions, etc. who are qualified to develop and carry out a program satisfying the above described objectives. The committee members should each be assigned responsibility for one of the several groups, i.e., Electronics Group, Communications Group, etc. The selection of topic and speaker for each group should be made at meetings of the general committee or of separate technical meetings as decided by the Chairman of the Technical Program Committee. The Chairman of each sub-technical group should inform the Chairman of the Technical Program Committee of the confirmed speaker, topic and bibliography, and facilities required as soon as possible. It is also important to see that arrangements are made through the Chairman or Vice Chairman, Technical Program Committee, at least six weeks in advance of each meeting for publicity, auditorium facilities, amplification facilities, etc.

Budget

An estimate of expenses expected to be incurred in obtaining speakers should be submitted to the Secretary-Treasurer of the Section for budget approval and appropriation. Consideration will be given to payment of fees or traveling expense of speakers if qualified speakers not obtainable without such expense. Expenses incurred should be submitted in writing by him for reimbursement.

Reports

The amount of the appropriations made by the Institute Headquarters to the Washington Section depends upon the number of members and the number and attendance at General and Technical meetings held within a given period. It is therefore necessary that the Chairman of the Technical Program Committee forward to the Secretary-Treasurer a copy of the minutes of each technical group. It is also the responsibility of the Technical Program Chairman to prepare five copies of the minutes of each meeting in accordance with the form supplied by Institute Headquarters. Copies of this form may be obtained from the Secretary-Treasurer. These copies are distributed as follows:

Secretary, Washington Section	2
Chairman, Washington Section	1
Sub-Chairman, Technical Program Committee	1
Chairman, Technical Program Committee	1

One of the copies sent to the Secretary is endorsed by him and forwarded to Institute Headquarters.

PUBLICITY COMMITTEE

General

The function of this committee is to see that adequate publicity is obtained for Washington Section A.I.E.E. activities. By means of the public press, the radio, etc., every effort should be made to publicize programs of the Section and all of its activities. Also full publicity should be given to the success of members of the Section as a means of gaining recognition for the Section and adding to its prestige. Full emphasis should likewise be given to increased recognition for Student Branches at schools and universities with the objective of having them recognized by the public as a part of the Section's interests.

It is the function of this committee to send out all notices of meetings held by the Section and to arrange for all posters, etc. required to publicize meetings. The Chairman will receive monthly reports from the Secretary-Treasurer as to current numbers of members as a guide to the number of notices needed. The committee shall cooperate with the Secretary-Treasurer regarding special mailing lists.

Organization

The committee should consist of a Chairman, Vice Chairman, and such committee members as the Chairman considers necessary.

As aids in achieving the objective of better coverage of Washington Section activities, it is suggested that a member of this committee be assigned to cover the work of each of the other Section committees and that a different member be given the responsibility for drafting copy and follow-up on each monthly bulletin or post card.

The Chairman of the committee shall be considered as a meetings coordinator and is charged with the responsibility of securing advance publicity on meetings in ample time so that notices may be published on schedule. He shall see that information on each meeting is sent to the D.C. Council for publication in the newspapers. He should have in mind that meeting notices have little or no value unless they are mailed not less than one week before the date of the meeting.

Budget

An estimate of expenses expected to be incurred for publicity should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

ATTENDANCE AND SOCIABILITY COMMITTEEGeneral

The purposes of this committee are (1) to promote attendance at the meetings and (2) to stimulate good will and friendliness among the members and guests of this organization. Its objective is to assure that all associated with the Institute personally feel that they "belong". While the disposition of one member to associate and converse with another is obviously a condition which cannot be effected by any established formula, the existence of a friendly, casual environment will certainly go far toward stimulating such activity.

This committee shall attempt to promote a genial atmosphere by:

1. Arranging dinners from time to time for A.I.E.E. members and guests.
2. Arranging for refreshments following monthly meetings when authorized.
3. Greeting members and guests at the dinners and the meetings.
4. Assisting chairman in welcoming new members.
5. Assuring that the meeting place is available and that all necessary equipment is on hand well before the meeting time.
6. The distribution of lapel identification cards at each meeting and dinner. These cards will be collected after the meeting and an attendance record compiled. This record is transmitted to the Chairman of the Meetings and Papers Committee or the Technical Program Committee as may be appropriate for forwarding to the Secretary-Treasurer. Names of guests will be turned over to the Membership Committee.
7. Introducing members and guests to each other whenever the opportunity presents itself.

In addition to the duties set forth above, the committee will handle any special activities relating to attendance or sociability which may be assigned to it by the Executive Committee.

As part of the duty of welcoming new Section members it is recommended that the Committee obtain business affiliation information from new members and forward it to the Committee on Transfers.

Organization

In order to facilitate the effective operation of this committee and to assure an equitable and efficient distribution of duties, a number of subcommittees are suggested, usually three, each of which should have certain specific responsibilities and authority. It is suggested that these subcommittees be administered by appointed chairmen and be identified as:

1. Regular Meetings Subcommittee
2. Technical Programs Subcommittee
3. Special Activities and Dinner Subcommittee

The suggested responsibilities of these subcommittees are as follows:

The Regular Meetings Subcommittee and the Technical Programs Subcommittee shall be responsible for attendance and sociability functions for the meetings sponsored by the Meetings and Papers Committee and the Technical Programs Committee, respectively. These functions include the following:

1. Maintain close liaison with the chairman of the committee sponsoring the meeting to determine date, time and place of regular meetings.
2. Arrange for suitable meeting place for regular meetings.
3. Assure that the Attendance and Sociability Committee is properly and adequately represented at each meeting.
4. Assure that meeting place is properly arranged with all necessary equipment available prior to the meeting.
5. Provide and distribute lapel cards before the meeting.
6. Collect lapel cards after the meeting.
7. Maintain an attendance record of all meetings.
8. Forward cards of all visitors to the Membership Committee. Number of members, student members and visitors should be reported to the Chairman of the Meetings and Papers Committee, or the Chairman of the Technical Programs Committee.

9. Assist the Section Chairman in any arrangements which may be required during the meeting.

10. Assist the Section Chairman in introducing new members.

11. Welcome members and guests when they arrive at the meeting.

The Special Activities and Dinner Subcommittee shall be responsible for arranging all dinners given for the guests and members of the Section, and the administration of any other special activities which may be assigned to this committee. The activities of this committee with respect to handling the dinners shall include:

1. Arranging the dinners.

2. Notifying the Publicity Committee and others concerned of the time, place and price of the dinner.

3. Arranging for reservation cards, or notations on meeting notices of the telephone number to call for reservations.

4. Greeting the members and guests at the dinners and distributing lapel cards (if used).

5. Collecting for meals at the dinner or by prior arrangement.

6. Arranging for reserved seats for the Chairman, speaker and other honor members or guests.

7. Arrange for refreshments when such activity is authorized.

Budget

An estimate of expenses expected to be incurred in arranging for refreshments following monthly meetings and other similar items, should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

MEMBERSHIP COMMITTEE

General

The Membership Committee is charged with the responsibility of bringing the advantages of membership to the attention of desirable candidates for admission to the Institute. By "desirable" is meant persons having the standing and qualifications specified for the various grades of membership. The committee member is a representative of the Institute and should be careful to avoid the appearance of "high pressure" solicitation of membership, as this would not be in keeping with the dignity and tradition of the Institute.

Organization

Early Organization of Committee. The Membership Committee should be organized soon after the beginning of the Section year in order that active membership work may be started promptly.

Size of Committee. There should be a member on the committee from each large industry, company or agency having a considerable number of prospective members. In addition there should be other members on the committee who specialize on interviews with more isolated prospects. In general a large rather than a small committee is preferable.

Auxiliary Subcommittees. Where an industry or agency within the Section is of such size as to warrant the appointment of several committee members to handle the membership work, it may be preferable to appoint an auxiliary subcommittee for the purpose, of which the chairman only is a regular member of the Membership Committee. This has the advantage of permitting the appointment of a large auxiliary subcommittee where necessary, without making the main committee too large.

Branch Members of Committee. It is advisable, when possible, to appoint to the committee one of the engineering faculty members of the institution at which a Student Branch is organized. In some instances the Counselor of the Student Branch has been appointed.

Rotation of Committee Personnel. It is desirable that there be some rotation of committee personnel, from year to year, among members of the Section. The annual rotation should run between 20 and 30 per cent, which would result in a carry-over of from 70 to 80 per cent in experienced members between successive years.

Membership Committee Procedure

Committee Meetings. Although the active work of committee members is largely performed outside committee meetings, a certain number of committee meetings should be held during the fall and winter months. These meetings are mainly to:

- (a) Organize the committee and decide upon a program of work.
- (b) Stimulate interest in membership work.
- (c) Develop the most effective methods of interesting prospects.

Initial Meeting of Committee. The initial meeting of the committee should be held as soon as the appointment of committee members has been completed. This is the meeting at which the committee should be organized and started on its work with a proper conception of the importance of the membership procurement activity to the Institute, a thorough understanding of the rules pertaining to membership in the Institute, and a knowledge of the best and most effective methods of interesting prospects in membership. If practical, regular monthly meetings should be held.

Locating Prospects. Before a prospective member can be interviewed, he must first, of course, be located. The following is a discussion of the usual sources of information as to prospects:

- (a) List all eligible persons who are not now members, and record opposite their names a brief statement of results of interviews with them, for future reference. When the status of one of these prospects changes, he may again become a prospect for membership even though a previous contact was unsuccessful.
- (b) A statement by the Chairman at Section meetings asking members to refer prospects to the Membership Committee may bring some response.
- (c) Non-member visitors at Section meetings. This is an excellent source of prospects, particularly in the case of Section meetings of special interest. The common practice is to have cards which are filled out by members and visitors at these meetings, showing information as to name, society affiliation, address, business, and whether or not interested in membership. These cards are referred to the Membership Committee for their information and use as appropriate. The chairman of each meeting can profitably call attention to the opportunity presented by the card for prospective members to make their interest known to the Section.

(d) **Student Members.** The Section Membership Committee should use its influence to encourage students who graduate to submit their applications for admission as Associate Members prior to March first of the fiscal year in which their student status ceases. (See Section 57 of Institute By-Laws). Under this arrangement the student member is exempt from payment of an entrance fee. For this purpose the Headquarters' office furnishes the Section Membership Committee with a list of names of such Students during the early part of January. These should be followed up immediately after being received since little time is then left before March first and these student members form an excellent source of prospective members.

The Membership Committee of A.I.E.E. Headquarters has prepared a suggested talk which is to be given to electrical engineering students in the fall to encourage their enrolling as student members. The Chairman of the Committee should write to Mr. H. H. Henline at National Headquarters and obtain sufficient copies of this talk for the use of his committee members.

Interviewing Prospects. One's ability to obtain members for A.I.E.E. depends very much on his understanding of the purposes of the Institute and his own complete belief in the value of the Institute to himself. Only those so imbued with the spirit of our organization should be called upon to contact prospective members.

(a) Value of personal interviews. Personal interviews are the most effective means of convincing prospects and any other methods should be considered supplementary. Telephone contacts are next best and letters should be used only to introduce the subject and arrange for the personal interview. A personal letter can be of considerable help in this.

(b) Benefits of membership. The committee should fully develop, for presentation to prospects, the indirect benefits of membership in the Institute arising through cooperation with other members of the electrical engineering profession in promoting ethical standards of conduct, improving the status of its members, encouraging development and research, assisting younger members of the profession, cooperating with other engineering societies in matters of professional and public interest, etc. These are frequently the most convincing reasons for joining the Institute, particularly to older and more advanced members of the profession.

Contacts with Delinquent Members. The names of members in arrears are furnished to the Secretary shortly after the close of each fiscal year with suggestion that it be passed on to the Chairman of the Membership Committee. It is highly desirable that the Membership Committee contact these members and persuade them to retain membership.

Welcoming New Members. It is suggested that the Membership Committee arrange through the Chairman of the Section for new members to be appropriately welcomed by letter and personally at Section meetings and introduced to other A.I.E.E. members.

Committee Records. A card record of prospects referred to the Section Membership Committee should be maintained by the Chairman or Secretary of the Committee, since it provides a convenient means of keeping track of prospects for current use and for turning a record of prospects on hand at the end of the year over to the incoming committee. Under this record plan committee members report action on prospect slips which are turned over to the committee chairman or secretary so that prospect record cards may be marked accordingly. The Secretary of the Section receives, twice each month, a list of applicants, new members, transfers, and removals. The Membership Committee Chairman should request the Secretary to furnish this information to him.

Literature, Application Forms and Stationery. Pamphlets explaining the aims and purposes of the Institute, its activities, and membership advantages, are prepared and issued to membership committees by Institute headquarters. A supply of this current literature should be obtained by each committee chairman, and the necessary amounts distributed to committee members. Each committee member must be supplied with the latest Year Book, which is furnished at no charge by writing to Headquarters.

Application forms are also supplied by Institute headquarters. Additional forms may be obtained at any time upon request.

Budget

An estimate of expenses expected to be incurred by this Committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

Membership Incentive Award

On April 25, 1952, the Membership Committee adopted a proposal for a MEMBERSHIP INCENTIVE AWARD. This proposal was submitted to the Executive Committee of the Section on May 9, 1952

and was adopted in principle by the Executive Committee. The Membership Committee is authorized, if it so desires, to set up a contest following the procedure outlined below. A suitable plaque or award will be authorized by the Executive Committee at the appropriate time.

Eligibility for the Contest

Any member of the Washington Section who is responsible for the completion of three membership blanks or six student membership blanks, and forwards the completed blanks to the Chairman of the Membership Committee, shall be eligible for the contest. Section Officers and Committee Chairmen and Vice-Chairmen are not eligible for the contest.

Criteria for Judging the Contest

(Points to be awarded for the various activities are given in parentheses following the activities in question.)

- A. Number of membership blanks completed and forwarded through the Membership Committee (10 points for each membership blank; 3 points for each student membership -- student membership to be reported merely by listing of names -- plus a bonus of points to equal in number the percentage of senior students retaining memberships on graduation in excess of 60 percent of those who were student members during their senior year).
- B. Interest in Committee and Section activities:
- (1) Attendance at Committee meetings (12 points for perfect attendance; points pro-rated for partial attendance).
 - (2) Attendance at section or technical program meetings (1 point per meeting), with a bonus (2 points per meeting) for each potential member escorted (name-on-card) to meetings.
 - (3) Membership campaign publicity, e.g. papers or talks on desirability of membership (points at the discretion of the judges).
 - (4) Exemplary behavior as an AIEE member in civic affairs (points at the discretion of the judges.)
 - (5) Other activities promoting membership (points at the discretion of the judges).

Judges for the Contest

The committee of judges shall comprise the Chairman of the Membership Committee, the Section Chairman, and one member of the Advisory Committee, each of these officials to hold office for the period covered by the contest.

The Chairman of the Membership Committee shall prepare the list of eligible persons and shall collect the data for judging those on the list.

The total number of points awarded on discretion of the judges to any contestant shall not exceed 30 percent of the maximum point score accrued by any contestant (exclusive of discretionary points).

Tentativeness of These Proposals

It is considered that any set of proposals adopted as a basis for initiating procedures will be subject to modification in the light of experience in their operation.

To aid in this classification the 1956-57 Committee prepared two complete card files on our Section membership. One of these is alphabetically arranged by name, and gives grade and year information, experience, and any committee action as far as known. The other is alphabetical by business affiliation and is of great value in determining the associates of persons under consideration for transfer, and thus obtaining the necessary estimates of performance, responsibilities, etc.

There is currently no system established for keeping these files up-to-date. It is strongly recommended that the incoming Committee on Transfers develop, with the Assistant Secretary-Treasurer, a system for keeping these files up-to-date, and that subsequent committees maintain it. The files can form a sound basis for consistent and connected action of this Committee.

Selection of Committeemen

After the membership list has been classified the Committeemen should be chosen to represent the greatest possible cross-section of the Washington Section membership. By choosing Committeemen who are in a position to know the work of a large group of the Section membership, the Committee can secure from within its own ranks, a good picture of the importance of the work many of the Section members are doing and the degree of responsibility these men carry in their work. It is desirable that part

COMMITTEE ON TRANSFERS

General

The purpose of this Committee is to periodically review all the membership of the Washington Section as to grade and to take necessary steps to obtain for each member the grade in the Institute his experience and attainments in the profession entitle him to.

Classification of Section Membership

The first step in organizing the Committee's work for the new year is to analyze the work of the Committee on Transfers for the past two years to determine what work remains to be done. Tabulation of the names of the members according to grade and year should be made and the action of the past two years of the Committee indicated against each member. From this tabulation the names of those not acted on by the past two Committees is determined. This list of names, supplemented by such names as subsequently are found necessary because of moves of members into the Section, will be considered as a basis for the Committee's work in the new year. By this means reviews and action on the complete membership of the Washington Section is obtained.

To aid in this classification the 1950-51 Committee prepared two complete card files on our Section membership. One of these is alphabetically arranged by name, and gives grade and year information, experience, and any committee action so far taken. The other is alphabetical by business affiliation and is of great value in determining the associates of persons under consideration for transfer, and thus obtaining the necessary estimates of performance, responsibilities, etc.

There is currently no system established for keeping these files up-to-date. It is strongly recommended that the incoming Committee on Transfers develop, with the Assistant Secretary-Treasurer, a system for keeping these files up-to-date, and that subsequent committees maintain it. The files can form a sound basis for consistent and connected action of this Committee.

Selection of Committeemen

After the membership list has been classified the Committeemen should be chosen to represent the greatest possible cross-section of the Washington Section membership. By choosing Committeemen who are in a position to know the work of a large group of the Section membership, the Committee can secure from within its own ranks, a good picture of the importance of the work many of the Section members are doing and the degree of responsibility these men carry in their work. It is desirable that part

of the Committeemen be carried over from one year to the next in order to give continuity to the established procedures of the Committee. It is recommended that about fifty per cent of one year's Committee be carried over to the next year's Committee.

Committee Work Load

It is recommended that the Committee be large enough so that the work load will not become excessive. It is suggested that each Committeeman be assigned not over fourteen members to process. Sufficient meetings should be held to cover the work required. The first meeting should be one of organization and the last meeting devoted to closing out any unfinished business.

Committeemen's Methods of Investigation

In investigation of the qualifications of the members of the Washington Section, the Committeemen will probably use various methods of securing data. In all cases, of course, the personnel records are available to the Committeemen. The work associates of the member under consideration are a valuable source of information as to the type of work being done as well as the degree of responsibility which the member has attained. There are other members from whom the required information may be obtained by writing them and urging them to submit for consideration an outline of the educational and engineering experience of the member under consideration.

Committee Consideration and Action

It is recommended that the Committeemen investigate the experience record of the members assigned to them and bring the reports of such investigations to the scheduled Committee meetings. The individual reports should, of course, be presented in the strictest confidence, and the Committee participate in a round table discussion of each case. The Committeeman presenting the case should answer all possible questions about the member under consideration, and when the Committee has fully discussed the case a vote should be taken indicating whether the Committee feels that the member is eligible for transfer to membership of higher grade. If the Committee action is affirmative a letter is sent to the member inviting him to submit an application for transfer and offering the assistance of the Committee in preparation and submission of the application. He should be informed as to the advantages of applying for a transfer, particularly from the Associate to the Member grade, since a change of dues is here involved. If the Committee action is negative the case is closed for the year. Where negative action is the result of insufficient experience a note is made on the chart under the year in which his case should again be taken up. When there is reasonable doubt as

to whether the data presented shows whether or not the member under consideration is eligible for transfer, the Committeeman makes further investigation of the case and brings supplemental information to the following meeting for the consideration of the Committee.

Committeeman Follow-Up

When Committee takes affirmative action in a case and a member of the Washington Section is invited to submit an application for transfer, the Committeeman who has been assigned to present the case should act somewhat as a sponsor. He should represent the Committee, follow-up the case to encourage the member to submit an application, assist the member in preparing the transfer form, and through the Committee Chairman forward the application to the New York Office of the Institute with a note as to the favorable action of the local Committee.

Scope of Committee Authority

Contacts with the candidates by the Committeemen should stress the point that approval or disapproval of his application is in the hands of the Institute Board of Examiners and that the local Committee on Transfers is only attempting to encourage those who appear to have qualifications entitling them to higher grade to make application for transfer.

It is recommended that the Committee on Transfers offer to support any member they deem eligible in his application to Headquarters for transfer, but that the Committee's responsibilities end with this offer. If the member prefers not to accept the implied recognition in such an offer, he is of course free to refuse.

Budget

An estimate of expenses expected to be incurred by this Committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement.

STUDENT ACTIVITIES COMMITTEE

General

The purpose of this committee is to promote and stimulate A.I.E.E. Student Branch activities in schools and universities located within the territory of the Washington Section and to emphasize cooperation between the Student Branches and the Washington Section.

Suggestions of means for carrying out these purposes are as follows:

1. Supplement the mailing of meeting notices to all Student Branch members by arranging for posting of posters or copies of meeting notices on school or university bulletin boards.
2. Seeing that students who do attend the Section meetings are made welcome at all meetings.
3. Appoint a Student Activities Committee member for each school or university. The Committee member should, if possible, be the counselor of the Student Branch, and if he can do so, he should attend each meeting of the Student Branch.
4. Arrange to have Section officers attend one meeting of each Student Branch per year.
5. Promote an annual Section - Student Branch meeting which shall be a regular Washington Section meeting. The meeting should, if possible, include a dinner at which each Student Branch member is sponsored by a Washington Section member.
6. Encourage student members to become Associate Members upon graduation and to become active in Section affairs.
7. Encourage student participation in the District A.I.E.E. prize paper competition and further encourage student participation through Section prizes.
8. Make available a list of speakers in the Washington Section to all Student Branches in the area. This list is the most useful aid that the branches can derive from the Section, and the list should be revised and distributed annually. This list also should include any nearby activity which would be available for an inspection trip.

9. Arrange to publicize Student Branch meetings programs among the Section membership.

10. Make available to each of the Student Branches, an award consisting of membership in the A.I.E.E. at the grade of Associate to be given to the student doing the most to promote Student Branch activities.

Organization

The Student Activities Committee should consist of a Chairman, a Vice Chairman, and at least one committee member for each school or university in the Washington area. It is the function of the Chairman and Vice Chairman to supervise the functions of the committee as a whole, and the function of the committee member is to work with his particular Student Branch, to promote the interest of that Branch in A.I.E.E. matters, and to assist in every way possible in the preparation of the student members for participation in Section affairs after graduation.

Budget

An estimate of expenses to be incurred by this committee should be submitted in September to the Secretary-Treasurer of the Section for budget approval and appropriation. Expenses incurred should be submitted in writing to him for reimbursement. Funds should be sufficient to cover underwriting of "Student Night" banquet; Section award for prize paper competition; "most outstanding student" awards.

AUDITING COMMITTEE

This committee consists of three members, and frequently includes the incoming Secretary-Treasurer. It has the following responsibilities:

1. To check all disbursements.
2. To check all receipts (including local members dues).
3. To examine all assets, such as securities, bank balances, etc.
4. To check expenditures in relation to the approved budget.

The audit is customarily made about May 31st, and can conveniently be the occasion of the transfer of the Section's assets to the incoming Secretary-Treasurer.

The report of the Auditing Committee, including a statement of the financial condition of the Section, must be reviewed by the Executive Committee for approval, after which it is presented to the Section for approval at the first meeting of the new fiscal year.

NOMINATING COMMITTEE

In accordance with the By-Laws, a Nominating Committee shall be appointed by the Chairman of the Section each year. This should be done prior to January 1st of each year.

This Committee shall prepare a list of nominees for the offices to be filled at the next election and shall notify the Secretary of the Section of its selection not later than January 31st of each year.

The offices to be filled and for which nominations are to be made are:

Chairman	1
Vice-Chairman	1
Secretary-Treasurer	1
Executive Committee	2
Alternate to Summer General Meeting	1

It is customary for the Chairman of the Nominating Committee to ascertain whether the persons nominated will agree to serve if elected, before submitting the committee's list.

It is desirable that the members of the Nominating Committee should consist of past chairmen of the Section or members of the Section who will not be considered for any of the elective offices by the Nominating Committee. The Nominating Committee should be guided but not necessarily controlled by a compilation of "points" under the informal "point system" adopted by the Section and compiled by the Activities Personnel Committee.

COMMITTEE ON TELLERS

This committee is appointed by the Section Chairman, with approval of the Executive Committee, to receive and count ballots of Section elections whenever, under the By-Laws, written ballots are required.

The committee is to consist of three members and under the terms of the By-Laws their procedure shall be as follows:

1. The Committee of Tellers shall receive, unopened, all ballots from the Secretary. It shall forthwith proceed to check the names of members appearing on the ballot envelopes for eligibility to vote. Any envelopes bearing names of members ineligible to vote shall be destroyed, unopened, together with their contents.
2. The plain envelopes containing legal ballots shall be removed from the outer mailing envelopes and the outer mailing envelopes destroyed.
3. After the mailing envelopes have been destroyed, the ballots shall be removed from the plain envelopes, the voting tabulated and the results of the election shall be forwarded to the Chairman of the Section, in writing, signed by the Committee on Tellers.
4. Ballots shall be preserved in a place of safe-keeping until after installation of elected officers, whereupon they shall be destroyed.