

RECEIVED
MAR 4 1975**ELECTRICAL ENGINEERING[®] DEPT.**

Salutations, engineer. Each February "Electrical Engineering" acquires new readers by virtue of their election or appointment to a leadership position. So here is a guide for deciphering the content.

This paper is called "a management newsletter on IEEE operations." We try to make the material useful but readable. We will refer you to any previous articles on the subject that have appeared in E.E. or Spectrum. This is intended to be a hard working newsletter so don't be afraid to mark it up. Keep these newsletters near your Bylaws, Constitution, and Statements of Policy because we will often refer to them to prove a point. When more information is available, we'll tell you how to get it. And now for the newsletter itself.

TOP-SIDE DEVELOPMENTS

"AMICUS CURIAE" brief filed by IEEE in the case of the three engineers vs. the Bay Area Rapid Transit (BART) was accepted by Judge George W. Phillips, Jr. While taking no position on the merits of the case, IEEE has asked for a court ruling that "an engineer is obligated to protect the public safety." (See Spectrum, Oct. pp. 41, 69-76; Mar. pp. 32-33.)

CODE OF ETHICS has been passed by the Board of Directors (BofD). A complete copy will appear in Spectrum's February issue.

BYLAW CHANGES, adopted by the BofD include half dues for unemployed members. In addition no Group or Society (G/S) fee is due when a Life Member accrues five years of G/S membership immediately prior to attaining Life Member Status. A new book reflecting all Bylaw changes of the year is

currently being prepared and will be distributed in February.

NEW OFFICERS officially took their posts as of the first of the year. A complete list of the current BofD and Executive Committee (ExecCom) appears on page 4A.

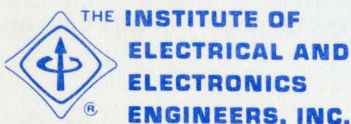
CONVENTION NEWS

LATE, LATE SHOW is slated for Wednesday night at the IEEE INTERCON Show. This is a departure from the format of the last several years. It allows the busy engineer a full evening to study the exhibits and browse. Hours at the N. Y. Coliseum on Wednesday will be 9:30 a.m. to 9:00 p.m. (Tuesday and Thursday: 9:30 a.m. to 6:00 p.m.)

ANNUAL BANQUET, the Institute's gala evening, will include dancing to the music of Peter Duchin's Orchestra, with the theme of the swinging years of the 40's. It will be held on April 8, 1975 in the Hotel Americana's Imperial Ballroom in New York. This exciting event will begin with the All-Industry Reception from five to seven p.m.-- then dinner at seven, followed by presentation of IEEE's major Awards and dancing. The banquet ticket includes admission to the reception and provides tickets for three drinks with complimentary hors d'oeuvres. A rare economic bargain in these days of inflation. Price: \$30.00 complete

ALL-INDUSTRY RECEPTION, Tuesday night, April 8 from five to seven, costs only \$9.50 which includes the price of three drinks. This reception is open to all IEEE INTERCON attendees.

TECHNICAL PROGRAM includes 49 sessions at IEEE INTERCON. They are printed in an



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Janet Kotel, Editor

PUB NEWS

easy pull-out form on page 4C. The Technology Forecasting and Assessment (TF&A) program initiated by IEEE three years ago, is arranging five sessions for IEEE INTERCON. Three are slated for Monday, April 7, when other special Group/Society sessions will be presented, and two will be included in the Tuesday, April 8, schedule. (See Spectrum, March.)

BARRY Goldwater, Sr., Senator from Arizona and ranking minority member of the Aeronautics and Space Sciences Committee, will be Keynote Speaker on Tuesday morning, April 8 at 9 a.m. He will address IEEE INTERCON attendees on "The Applications of Electronics Technology to the Future."

INTERNATIONAL VISITORS CENTER will be available at the Coliseum for our many overseas visitors. Among the visitors will be a delegation from the Soviet Union--the Popov Society--headed by Dr. V. I. Siforov.

ONE-STOP-SHOP upon entering IEEE INTERCON is a new feature of the registration department, which has become fully computerized.

SENATOR JAVITS will be presented a special award at IEEE INTERCON Banquet for his leadership in the passage of the pension legislation.

SHORT COURSES at IEEE INTERCON will include: April 7, Microprocessors; April 8, Electronic Information Processing; April 9, Computer Automated Measurement and Control; April 10, Computer Network, a Tutorial. This group includes three brand new courses and one repeat. (See p. 4D.)

LIFE MEMBER MEETING at IEEE INTERCON will feature Speaker Daniel A. McMillan, Publisher of "Electronics Magazine" on "The Challenge and Opportunity of Electronic Technology in the Energy Crisis." April 9th, Wednesday, at 9:00 a.m., at the Americana's Royal Box.

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.

KEY ABSTRACTS, collected from periodicals and conference proceedings as well as reports, university theses, patents and books are now being published by IEEE and INSPEC (Institution of Electrical Engineers, IEE, London). The six major areas covered are: solid state devices; electronic circuits; systems theory; communication technology; power transmission and distribution; and industrial power and control systems. For your subscription write: The Fulfillment Manager, IEEE, 445 Hoes Lane, Piscataway, N. J. 08854. (See Spectrum, Dec., p. 26.)

LATEST TECHNOLOGICAL NEWS, tailor-made to fit the needs of the individual electronic technocrat, is available in the "Annals of the IEEE." This new time-saving service provides through the mails, at a minimal cost, a personalized selection of citations and reprints of IEEE papers on any combination of subjects. You must fill in a reader interest profile and send \$3.00 to join up; this also entitles you to a list of recently published material matching your profile. It resulted from a 2-year experiment conducted at IEEE Headquarters and the Harvard School of Business--partially supported by the National Science Foundation. For details consult Elizabeth Braham, Manager of Information Services Dept. of IEEE. (See Spectrum, Feb., p. 61-62.)

DISPOSING OF IEEE PUBLICATIONS? Before assigning your collection to the trash bin, see insert on page 4G.

RAB NEWS

SECTION 1974 YEAR END financial statements and Meeting Reports were due Feb. 1, 1975. No rebates are issued to Sections until these two reports are received.

NOMINATIONS FOR REGIONAL Directors in Regions 1, 3, 5, 7, 9 only, are due April 30. These Regions will hold elections in 1975.

NAMES OF NEW OFFICERS for all IEEE units should be submitted within 20 days of election to Emily Sirjane at Headquarters. (Bylaw 402.5)

A NEW YEAR, a new committee name, and a new membership record attest to the fact that good things come in threes. Please call us the Membership Development Committee and avail yourselves of all the goodies in our bi-monthly Newsletter.

MEMBERSHIP RECORD SET for the year ending December 31, 1974. IEEE has reached the highest membership in its history--173,523.

1975 EDITIONS OF IEEE Membership material are now available from Emily Sirjane at IEEE Headquarters in New York: IEEE Membership Brochure, incorporating details on new and expanded member services; IEEE Section Membership Development Guide, containing suggestions to Sections, Subsections and Chapters in membership recruitment activities; Membership Guide for IEEE Groups and Societies, with ideas on programs for recruitment and retention of their members; and Guidelines for Operating a Membership Desk, which is particularly useful in connection with membership promotion activities during a major IEEE Conference.

STUDENT NEWS

SELLING YOURSELF IN THE JOB MARKET is but one of the many topics covered in a series of three Student Employment Workshop guides recently published by the Student Services Department of IEEE. If you are interested in organizing a workshop or would simply like a copy of "How to Organize a Student Employment Workshop," the "Instructor Handbook," or "Student Handbook" write to Bob Asdal at IEEE H. Q.

1974 YEAR-END SECTION REBATE can be obtained by sending in your Annual Report and Financial Statement. The deadline for the \$1.00 per member rebate was February 1.

"IEEE SPEAKERS, Tours, and Film Directory" (1975 edition) additions are being sought. Send complete name and address to Bob Asdal on recommended speakers, tours, and film resources for listing in the 1975 Directory.

STUDENT PAPER CONTESTS and related student activities will be prominent at the Region 3's Southeastcon '75 (April 6-9), Sheraton Center, Charlotte, N. C.; and Region 5 Conference and Exhibition (April 3-5, 1975). Bring the gang!

NAMES OF NEW OFFICERS should be submitted to Bob Asdal within 20 days of election. Elect new officers early.

SLIDE/TAPE PRESENTATION on power engineering is available on loan for student branches. Contact: Mr. John C. Lang, Chairman, Chapter Relations and Continuing Education Working Group, Room 1220, Baltimore Gas and Electric Company, Lexington and Liberty Streets, Baltimore, MD 21203, (301) 234-5717.

CLASSICAL BLUNDERS in presenting technically oriented talks is covered in a film (16mm) based on a one-act play written by Mr. James M. Lufkin, President of the IEEE Professional Communication Group, and published in the IEEE Transactions. This film, produced by the Power Engineering Society (PES), is available from the Chapters Department of the PES on a free loan basis. (More information, contact John C. Lang, see above.)

VINCENT BENDIX AWARDS named six student Branch groups as 1974 winners. Of eighteen Branches submitting proposals from the United States, Canada, South America, and Asia, the following were chosen to receive funding: University of Alberta; Brigham Young University; Cooper Union; Georgia Institute of Technology; Lehigh University; New Mexico State University. Start now on your 1975 Vincent Bendix Award entry. Awards are based on six-page proposals submitted before November 15--but it's time to begin today. Contest rules and entry information are available from your IEEE Counselor or from Bob Asdal at IEEE H. Q.

SOCIO-ECONOMIC

LEGISLATIVE FORUM, sponsored by the Liaison Engineering Societies (including IEEE), will be held April 21-25 in Washington. It will afford discussion on a half dozen topics with a panel of Washington legislators so that ideas can be exchanged.

JOHN M. KINN, who has principal staff responsibility for IEEE pension plans and budget, has been appointed as Director and Treasurer on the ptp Board replacing Donald G. Fink. Ptp is a pension corporation formed by IEEE last year.

IEEE LEADERSHIP is concerned about its members who are job hunting and has put together three workshops on "Recession and the EE." One of these workshops has already been held in New York City, the second for Regions 5 and 6 is slated for February 7th and 8th at the Airport Hyatt House in Los Angeles, the third, for Regions 3 and 4 for February 21 and 22, at Stouffer's Inn, Atlanta, Ga. Contact your Regional Director for further information or J. E. Casey at Headquarters (H. Q.)

UNEMPLOYMENT INDEX for IEEE members is 2.25%. This figure was developed in a random sample of more than 2,500 members. The Institute is planning to take these samples monthly to obtain an accurate barometer of the level of unemployment among our members. As might be expected, highest level of unemployment is among those members 40-years-old or over.

JOB SEEKERS should know that the Institute is most desirous of providing members with optimum assistance in locating a new position. Job hunters should contact IEEE Section Chairmen and Group/Society Presidents. To further assist this employer search, IEEE offers the following services (free of charge): a three month listing of your name in an IEEE Directory of Members interested in employment opportunities; Executive Search Service, in cooperation with an ethical, responsible placement counselor; and a booklet on "Job Search Suggestions" by

Carl R. Boll (reprinted from Dun's Review). Members interested in employment opportunities may request this packet of information, including appropriate forms to be filled out, from Mrs. Emma White at IEEE Headquarters.

EAB NEWS

SHORT COURSES are having a resurgence of activity and giving the member a service he didn't know existed. The big thrust is the "Short Course Road Show USA." Seventeen courses developed by IEEE are being offered. For more information on the program, contact Vince Giardina, IEEE, 445 Hoes Lane, Piscataway, N.J. 201-981-0060.

CORRESPONDENCE COURSES, offered by the Institution of Electrical Engineers (IEE), are distributed by the IEEE in North and South America. The course topics include: Field Effect Transistors, Digital Instrumentation, Modern Control Theory, and Pulse Code Modulation. These courses cost IEEE members, \$82 and non-members, \$140. IEEE members in Regions 8 and 10 should order the courses directly from IEE (Savoy Place, London, England, WC2R, OBL). Courses developed and available from IEEE include one on Hybrid Microelectronics. Organized by Dr. Rikoski, it costs IEEE members in Regions 1-7, \$75 and Regions 8-10, \$80. The non-member price is \$100 in the U.S. and Canada and \$105 elsewhere. Another Institute course, Management Games Seminars, has varied prices. (Contact Vince Giardina for more details.) At present, the Continuing Education Department is attempting to put together a "Sensitivity Team" (or "Scouting Team") to review a field of expertise and recommend courses that should be developed by the Institute. Section leaders are urged to get in touch with your Regional officers to recommend potential candidates for this review team. (Regions, pass them on to Vince Giardina.)

EVERY SECTION CHAIRMAN should appoint an Education Chairman to coordinate educational activities for the members in his section. In addition, each Region can



COMPOSITION OF THE 1975 IEEE BOARD OF DIRECTORS

DIRECTORS-AT-LARGE

Elected by members

- 1 Arthur P. Stern
President
- 2 Joseph K. Dillard
Executive Vice President
- 3 Harold Chestnut
Senior Past President
- 4 John J. Guarrera
Junior Past President

DIRECTORS-AT-LARGE

Elected by Assembly

- 1 Frank S. Barnes
Vice President
Publication Activities
- 2 Robert M. Saunders
Vice President
Regional Activities
- 3 Robert F. Cotellessa
Vice President
Technical Activities
- 4 Thomas F. Jones, Jr.
Vice President
Educational Activities
- 5 Harold S. Goldberg
Vice President
Professional Activities
- 6 B. H. Schneider
Secretary-Treasurer
- 7 Hiroshi Shinkawa 1975-76
Director, Region 10
- 8 R. C. Hansen
Vice Chairman, Technical
Activities Board
- 9 H. A. Schulke, Jr.
Executive Director

DIRECTORS EMERITUS

Elgin B. Robertson, Sr.
Donald G. Fink

REGIONAL DIRECTORS

Elected by Regional members

- 1 Richard C. Benoit, Jr. 1974-75
- 2 William W. Middleton 1975-76

- 3 W. L. Sullivan 1974-75
- 4 Paul F. Carroll 1975-76
- 5 Robert M. Shuffler 1974-75
- 6 Carleton A. Bayless 1975-76
- 7 George Sinclair 1974-75
- 8 F. Louis Stumpers 1975-76
- 9 Jose Roberto C. de Lacerda 1974-75

DIVISIONAL DIRECTORS

Elected by Divisional members

- I John Zaborszky 1974-75
- II John E. Barkle, Jr. 1975-76
- III Robert D. Briskman 1974-75
- IV Robert A. Rivers 1975-76
- V A. S. Hoagland 1974-75
- VI Robert W. House 1975-76

EXECUTIVE COMMITTEE

Stern	(Chairman)
	Compensation
Dillard	(Vice Chairman)
	Five-year Review and Surveys
Guarrera	Public Relations
	Intersociety Relations
	Long Range Planning
	Nominations and Appointments
	Conferences
Barnes	Publications
	History
Saunders	Regional Activities
	Admission & Advancement
	Membership Development
	Technical Activities
Jones	Awards
	Educational
	Fellow
Goldberg	Professional Activities
Schneider	Audit
	Life Member Fund
	Tellers
	Finance Advisory
	Constitution, Bylaws, and Policy
Schulke	(General Manager)

(All terms are one year except when noted.)

Quick Guide to Sessions

Monday 7	Tuesday 8	Wednesday 9	Thursday 10
9:30am-12:30pm Americana Hotel A Data Privacy and Security Imperial Ballroom A	9am Americana Hotel Intercon Keynote Address: Senator Barry Goldwater Imperial Ballroom	9:30am-12:30pm Americana Hotel 13 Will Robotics Answer Industry's Needs? Imperial Ballroom A	9:30am-12:30pm Americana Hotel 25 Access to Computer Networks Imperial Ballroom A
B Systems Approach to Energy Management I Imperial Ballroom B	10:30am-1pm Americana Hotel 1 The Microcomputer Revolution Imperial Ballroom B	14 Trends in Electronic Measuring Instruments Imperial Ballroom B	26 Computer Technology During Hard Times Imperial Ballroom B
C Control and Reduction of Automotive Pollution Versailles Terrace	2 Electronic Instrumentation in Medicine Versailles Terrace	15 Test Generation Techniques for Digital Circuits Georgian Ballroom B	27 Maintenance and Service of Automatic Systems Georgian Ballroom B
D Energy: The View from 2000 Georgian Ballroom A	3 Future Projections of Instrument Design Georgian Ballroom B	16 Electronic Control in Modern Transportation Versailles Terrace	28 Efficient Product Planning and Development Versailles Terrace
E Space Shuttle Experiments Royal Ballroom B	4 Advanced Techniques for Automatic Test Equipment Georgian Ballroom A	17 Marketing Strategy in the New Markets Georgian Ballroom A	29 Satellite Communications Systems Georgian Ballroom A
	5 Communication Channel Ca- pacity and Network Capability Malmaison Suite	18 Configurations, Characteristics of Future Digital Logic Devices Royal Ballroom B	30 The Role of Hybrids in Producibility Royal Ballroom B
	6 Components Specs: What You Don't Know <i>Can</i> Hurt You Royal Ballroom B		
2pm-5pm Americana Hotel F Technology Forecast: The Future of Components Imperial Ballroom A	2pm-5pm Americana Hotel 7 Microprocessors: An Alterna- tive to Random Logic Design Imperial Ballroom A	2pm-5pm Americana Hotel 19 Microprocessors in Instrumentation Imperial Ballroom A	2pm-5pm Americana Hotel 31 Computer Systems for Medical Applications Imperial Ballroom A
G Systems Approach to Energy Management II Imperial Ballroom B	8 Loop Electronics— The New Frontier Royal Ballroom B	20 Impact of New Technology on Hierarchical Memory and Storage Systems Imperial Ballroom B	32 Testing LSI Devices Imperial Ballroom B
H The Engineer in Transition to Management Georgian Ballroom B	9 The Reality of Standardization In Automatic Test Equipment Georgian Ballroom B	21 Diagnostic Techniques for Logic-Circuit Boards Georgian Ballroom A	33 Advances in Telecommuni- cations Measurement Georgian Ballroom B
I Advanced Industrial Applica- tions of Infrared Techniques Versailles Terrace	10 Controversial Topics in Digital Communications Versailles Terrace	22 Instrumentation in Oceanography Malmaison Suite	34 Hybrid Microelectronics Clinic of Component Parts Versailles Terrace
J Open Forum on the Society/ Technology Interface Malmaison Suite	11 Practical Aspects of Fault- Tolerant Computer Design Techniques Georgian Ballroom A	23 Computer Communication Techniques Royal Ballroom B	35 Advanced Navigation Concepts for Low-Cost Applications Georgian Ballroom A
K A Forecast of Computer Hard- ware and Software: 1975-85 Royal Ballroom B	12 Establishing Effective Semi- conductor User/Supplier Relationships Imperial Ballroom B	24 Monolithic Linears: The Sleeping Giant Awakens Versailles Terrace	35 Component Infant Mortality—Causes and Cures Royal Ballroom B
		7pm-10pm Americana Hotel Highlight Session: Social Implications of Nuclear Power Georgian Ballroom B	

IEEE/EAB 1975 SHORT COURSES

<u>DATE</u>	<u>COURSE AND DIRECTOR</u>	<u>LOCATION</u>
Monday, 4/7	Microprocessors R. H. Temple Ford Motor Co.	Nassau Suite N. Y. Hilton
Tuesday, 4/8	Electronic Information Processing- Technological Drives and Physical Implementation W. V. Smith IBM Corporation	Nassau Suite N. Y. Hilton
Wednesday, 4/9	Computer Automated Measurement and Control R. S. Larsen Stanford University	Nassau Suite N. Y. Hilton
Thursday, 4/10	Computer Network Tutorial I. W. Cotton National Bureau of Standards	Nassau Suite N. Y. Hilton

Registration

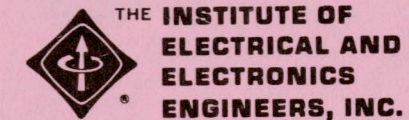
Advance information and registration is available by writing to Vince Giardina, Manager of Continuing Education, c/o IEEE, 445 Hoes Lane, Piscataway, N. J. 08854.

Fee

Special registration fees of \$60.00 for IEEE members, \$75.00 for non-members of the Institute, and \$25.00 for students will include luncheon and course materials whenever possible.

When

All courses will be from 9:00 a.m. to 4:00 p.m. Date and location of the course offerings are shown above.



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

TO: People Who Want To Dispose of IEEE Publications

FROM: Patricia Penick - Editorial Department

Since IEEE Headquarters is so often asked for advice on disposing of old AIEE/IRE/IEEE publications, the following is an attempt to bring together in one place the information and suggestions we think may be helpful.

IN THE PAST, many of our publications had a high market value and could fairly easily be sold to back copy bookstores. Libraries and schools were eager for donations.

NOW, HOWEVER, the situation has changed radically and the demand is very small. The main reason for this change is that, for the last several years, IEEE has made available all of its technical periodicals (including those from AIEE and IRE) on microfilm. Another apparent reason is that so many members with extensive publication collections have already saturated the market by selling or donating them.

ON THE NEGATIVE SIDE, and in answer to the questions most frequently asked: 1) Neither IEEE Headquarters nor the Engineering Societies Library is in a position to accept donations of back publications; 2) It isn't feasible for Headquarters to provide a clearing house service; and 3) Because of the extremely difficult-to-know and shifting nature of the market value of back issues and the number of variables involved (completeness of a collection, physical condition, etc.), IEEE cannot assess or verify the value of a collection.

ON THE POSITIVE SIDE, before committing a good collection to the shredder, we certainly recommend exploring the possibility of selling or donating publications locally. (A brief list of occasionally and/or tentatively interested back copy organizations in the New York City area is available on request from my office.) A few phone calls or letters to back copy book stores should reveal what, if any, interest there is locally and whether there is a willingness to offer a quotation. Similar inquiries to libraries, schools, company libraries, etc. may elicit information on where a collection could be donated.

WE STRONGLY URGE that you make such an information-gathering project an IEEE Chapter or Section activity.

IDEALLY, it should be possible to donate publications to a worthy recipient and take a suitable tax deduction. This is certainly possible if a firm quotation has first been obtained from a reputable commercial book dealer or the organization receiving the donation is willing to state formally the value they place on the collection. Unfortunately, several organizations we used to recommend (one, for example, which supplied publications to developing countries) no longer function.

FEEDBACK IS WELCOME from anyone who knows of any organizations which would consistently accept any and all donations or which have at least a reasonable interest in buying back copies. Any such will be added to our list.

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

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 (Avery-Self-Adhesive)	\$15.00
b) Four Across Labels (Cheshire)	\$13.00
c) One Across Labels (Avery or Cheshire)	\$40.00
Rosters	
c) Four Across label format	\$20.00
d) One Across label format	\$50.00
e) Name and address on one line	\$20.00
Company Affiliation Rosters	
a) One Across Roster	\$30.00
Technical Interest Selections:	
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 \$7.50.

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 \$7.50.

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 \$7.50 per hour rate.

The following are the rates for automatic equipment:

a) Affixing Cheshire Labels	\$ 5.00 per 1,000
b) Inserting and Mailing	\$ 8.50 per 1,000
c) Affixing, Inserting and Mailing	\$12.00 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".

- See Reverse Side -

MATERIAL COSTS FOR SERVICES RENDERED BY IEEE

Chief 22 - Aluminum Plate		\$ 3.00
	<u>PAPER</u>	<u>COST PER 1,000</u>
8½ x 11 Plaza Xeralith		\$ 5.50
8½ x 11 Multilith Plaza Xeralith Emblem		8.00
8½ x 11 Mead Cockle - Letterhead		10.00
	<u>POSTCARDS</u>	
Single, Government stamped		At Cost
Double, reply, Government stamped		At Cost
Single, unstamped		\$15.00
Double, unstamped		\$30.00
	<u>ENVELOPES</u>	
<u>CODE NO.</u>		
G-2	Third Class #10 with IEEE logo and address (Bulk Rate Permit #8021)	\$14.00
G-18	IEEE Return envelope (8 3/4 x 4) Postage Paid (Permit #1332)	10.50
G-20	First Class #10 with IEEE logo and address	12.00
G-23	First Class #10 with IEEE logo (no address)	12.00
G-27	Government Stamped #10 with IEEE logo and address	At Cost
K-2	10 1/2 x 7 1/2 gummed flap and clasp with IEEE logo and address	36.00
K-3	9 x 12 gummed flap and clasp with IEEE logo and address	37.00
K-7	9 1/2 x 12 1/4 gummed flap and clasp with IEEE logo and address	37.00
K-10	10 x 13 gummed flap and clasp with IEEE logo and address	45.00

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.

Note:

The above prices are effective January 1, 1975
Postal rates which will be charged at actual cost.

help coordinate this program by appointing a Regional Education Chairman to oversee the operation.

NEW PENSION CASSETTE is available from IEEE H.Q. This audio-type cassette, evolved from last year's IEEE INTERCON Session on Pensions, is still useful. (Members \$7, non-members \$12.)

LATIN AMERICA was on the agenda for Continuing Education courses during the summer of 1974. Two teams of instructors taught 1120 students--30% of the total regional membership. This highly successful educational venture was given in the native languages of the visited countries.

HONORS

OUTGOING BofD MEMBERS: Dr. John D. Ryder, Mr. Seymour Cambias, Jr., Mr. Robert H. Tanner, Mr. Anthony J. Hornfeck, Dr. Leo Young, Mr. Leland D. Whitelock, Prof. Alvin A. Read, Mr. Einar E. Ingebretsen, Mr. C. Reginald Russell, Mr. F. C. Kohli, were commended by their outstanding service to the Institute. We add our thanks!

FELLOW GRADE NOMINATIONS must be received by April 30, 1975. Instructional kits with nomination forms are still available. (Contact Emily Sirjane.)

113 NEW FELLOWS were named at the Board of Directors December meeting. They will be honored at various Sections, Groups/Societies ceremonies and formally recognized at the banquet during IEEE INTERCON. The BofD states that the newly elected Fellow by given the option of where he receives the certificate.

STAFF ANNIVERSARIES. At the Annual IEEE Christmas Party, William J. Keyes, Director of Administration, Raymond J. Mendolia, Operations Manager, Clara Boyd, Executive Department, and Helen Goldman, Editorial Department, all were honored for 10 years with IEEE.

SAVA SHERR, Manager, Standards Operations, has been elected a member of

the Board of Directors of the American National Metric Council.

FOR YOUR INFORMATION

PR WORKSHOPS, organized by Headquarters with the assistance of local Sections, are one-day seminars in handling local public relations. These workshops have been held in Boston (Mass.) and Portland (Ore.). Information about holding a similar meeting in your area is available from Marty Gitten, H.Q.

PISCATAWAY "NICKNAME" contest drew some interesting responses. Dick Backe suggested "PISCES" which is short for Piscataway IEEE Service Center for Engineers and Scientists. A suggestion of "Piscannex" was forwarded by Bill Carnes. And then there was the suggestion of our own Woody Gannett that if New York was still "Headquarters," our western border in New Jersey had to be "HINDquarters."

PISCATAWAY STATUS, 445 Hoes Lane, Piscataway, New Jersey 08854. (201) 981-0060. Occupants of the new building include: Administrative Services Dept., Accounting, Cash Processing, General Accounting, Data Processing, Key Processing, Operations, Programming, Marketing Inspec, Audit and Control, Office Systems, Office Operations, Purchasing, Coding, Membership and Member Relations, Single Publication Sales, Subscription Services, Continuing Education. As of mid-March, certain aspects of Professional Activities, Internal Communications, Computer, Printing, and the major mailing facility will be in Piscataway as well as the warehouse. Field, Technical, Educational, Publication, and Professional Services are included in those remaining in New York with the General Manager.

MARK YOUR CALENDARS. The IEEE Headquarters will be closed for the following holidays in 1975: May 26 (Memorial Day); July 4 (Independence Day); September 1 (Labor Day); October 13 (Columbus Day); November 27-28 (Thanksgiving); December 24 (1:00 p.m.) -26 (Christmas); December 31 (1:00 p.m.) -January 1 (New Years).

IEEE CAREER GUIDANCE BROCHURE is available to sections and individuals on pre-college guidance. It covers an overview of the field, then there is a section of "On the Job," then "What It Takes to Succeed as an EE," "What's in It for Me," and finally there's a guide to further sources of information and a list of institutions that offer EE degree programs. Specifically, IEEE wishes to help the reader decide whether electrical/electronics engineering could be a field of interest, and, if so, what to do about it.

MEMBERS SHOULD UPGRADE to the highest level for which they are qualified. A member, considered qualified for upgrading, can be proposed for transfer to Member or Senior Member by any member or organizational unit of the IEEE acting as sponsor. (For details, write Emily Sirjane, H. O.)

WELCOME ABOARD!

Top-Side Directors: A special salute to our new Directors: Mr. B. H. Schneider, Dr. Thomas F. Jones, Jr., Dr. R. C. Hansen, Mr. John E. Barkle, Jr., Mr. Robert A. Rivers, Mr. William W. Middleton, Mr. Paul F. Carroll, Mr. Carleton A. Bayless, Dr. F. Louis Stumpers, Dr. H. Shinkawa, Dr. Herbert A. Schulke, Jr.

New Sections:

San Francisco Bay Area Council comprised of Oakland-East Bay, San Francisco and Santa Clara Valley (formerly San Francisco Section and its Subsections)
 Republic of the Philippines Section.
 Eastern Montana Section formerly Billings Subsection

New Group/Society Chapters in Sections:

Denver Section: Control Systems Chapter; Aerospace and Electronic Systems Chapter re-established
 India Section: Joint Nuclear and Plasma Sciences/Industrial Electronics and Control Instrumentation Chapter, and Joint Electron Devices/Microwave Theory & Techniques Chapter
 Tokyo Section: Parts, Hybrids & Packaging Chapter; Electrical Insulation Chapter

New Student Branches:

Ecole Nationale Supérieure d'Electrotechnique et de Genie Physique
 Grenoble, France
 Linköping University
 Linköping, Sweden
 Niagara College of Applied Arts and Technology
 Welland, Ontario, Canada
 State Technical Institute at Memphis
 Memphis, Tennessee

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