

IEEE BOSTON SECTION

Chapter Officers Handbook

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1. THE BOSTON SECTION

The Boston Section is a regional organization of the IEEE serving members in Essex, Middlesex, Suffolk, Norfolk and Plymouth counties in eastern Massachusetts. Its purpose is to advance the theory and practice of IEEE fields of interest and to encourage the maintenance of high professional standards of IEEE members within the territory.

The Boston Section is contiguous to the Worcester County, New Hampshire and Providence Sections, which together with the Maine Section form the Central New England Council (CNEC). CNEC was organized for the express purpose of sponsoring Society Chapters and communicating Chapter and member Section activities through its monthly publication, the REFLECTOR.

The Boston Section maintains a subsection, dedicated to serving members within the North Shore region of Massachusetts. The Boston Section is one of 22 Sections in IEEE Region 1, which is composed of New England, New York, Northern New Jersey and one county of northern Pennsylvania.

The Boston Section has approximately 10,000 members (including Student and Associate members) and is the second largest IEEE Section in the world. Of the Section members, approximately 13% are Student members, 8% are Senior members and 2% hold the grade of Fellow.

The Central New England Council and the Boston Section have about 23 active Chapters representing the vast majority of the 39 Society interests of the IEEE. Additional Chapters may be organized if sufficient Society member interest exists within CNEC. The Boston Section and CNEC sponsor a wide variety of functions to assist members in developing and maintaining their technical and professional interests. In fact, we believe that the Boston Section has more technical activities than any other in the world. Principal activities are the evening technical meetings organized and sponsored by the Chapters, Lecture Series and Seminars organized to provide comprehensive state of the art reviews of emerging technical areas and Section meetings.

Some Section meetings have been technical in nature, covering wide appeal technical subjects which do not fit into the specialized areas of interest of the Chapters. Other Section meetings are sponsored by the Professional Activities Committee and feature discussions by IEEE candidates, officers and other experts on issues affecting the professional status of IEEE members.

The Section sponsors several other meetings of interest to the general membership. At the Annual Meeting each year, the Section honors its new Fellows and other IEEE award members. The Annual Meeting of the Section is held in May of each year. Each year successful technical conferences are sponsored by the Section and Chapters to enhance the professional career of the individual engineer and the growth of electronics industry.

2. CHAPTER ACTIVITIES

The Chapters and their activities are the life blood of the CNEC in its effort to serve IEEE members. Many of our Chapters have been recognized as some of the most outstanding in the IEEE. As Chapter officers, you will have a responsibility to organize and conduct an extensive program of technical activities for your members. Important activities for you to foster are

- * Chapter Technical Meetings
- * Special Seminars, Lecture Series and Symposia
- * IEEE and Society Membership Promotion
- * IEEE and Society Award Nominations
- * Section and Society Liaison

An objective of this handbook is to provide you with suggestions in organizing and conducting your programs. The Boston Section and CNEC are here to support you in your activities. If you need help or have questions, call the Boston Section office at (781) 245-5405 or the Boston Section Chapter Coordinator. Officer Information is available on the IEEE Website. Local: www.ieeeboston.org
Headquarters: www.ieee.org

3. CHAPTER TECHNICAL MEETINGS

Chapters are encouraged to schedule and conduct a rich program of technical meetings. To hold a successful meeting, it must be carefully planned and publicized to your membership. The following sections will help you in the planning process.

3.1 Scheduling

Typically the tentative dates for Chapter meetings are selected prior to the first Chapter Officers meeting for the following year and conflicts are resolved or joint meetings organized during that meeting. It is often a help to Chapter members if you select a regular night each month to hold your meetings - for example the second Wednesday of each month.

Obviously your tentative schedule selected at the initial coordination meeting may change during the year depending upon the availability of speakers and rooms to hold your meetings. It is important that you notify the Section office immediately if you change or select new meeting dates or as you select topics and speakers to insure that no conflict with other meetings will occur. This is important as the Section has received membership complaints regarding this type of meeting conflict. A second planning meeting for Chapter Chairmen will be held to update the calendar.

Meetings are generally held in the evenings during a weekday. Some Chapters find it convenient to schedule their meetings at 5:30 or 6:00 PM to attract members immediately after work. These Chapters often hold a no-host dinner for the speaker and members after the meeting. Other Chapters hold their dinner prior to the technical meeting which is held at 7:30 or 8:00 PM. Past successes (or failures) should be your guide, but don't be afraid to experiment or poll your members for their desires.

Meetings sponsored jointly by two or more Chapters on topics of overlapping interest are encouraged.

If there are several meetings featuring topics of interest to the same groups of people, it becomes difficult and time consuming for any one person to attend all of the meetings. The synergistic effect of discussions between members of differing backgrounds at your Chapter meetings is often valuable. Joint meetings reduce expenses for hall and rental equipment and speakers expenses. If you have planned a meeting which might be of interest to another Society or if you wish to jointly sponsor a meeting, please coordinate with the Chairman of the other Society's Chapter.

3.2 Meeting Locations and Facilities

It is important to find suitable locations and meeting rooms for your meetings early in the year. Each chapter is encouraged to provide its own facilities by obtaining the cooperation of companies with technical interests common to those of the Chapter. There are several sources of meeting rooms as follows:

* Local Companies having Suitable Facilities - It is beneficial to have one of your Chapter officers or members work in the company where you plan your meeting. He or she should take responsibility for arranging the room and audio-visual aids and insuring access to the facility after hours. It is IEEE policy that, to the maximum extent possible, Chapter meetings be open to all IEEE members, regardless of affiliation. Please check with your host company regarding any admittance restrictions they may require.

* Local Universities - This is a convenient meeting location as the facilities are often open in the evening, parking may be ample in the evening and facilities are arranged for group presentations. Note the following special provisions: All requests for Harvard University rooms must be made individually through a Harvard faculty member acting as a sponsor.

* Direct rental from a school, college, hotel or restaurant - This is an expensive option and obligations should be made only with written approval of the Boston Section.

Economical meeting places at convenient locations are difficult to come by. Therefore, caution and courtesy should be the rule when dealing with any of the host companies' representatives. Please be sure that meeting rooms are clean and presentable after your Chapter's meeting.

If audio-visual aids are not available from your host organization, please contact the Boston Section office.

3.3 Speakers

You, your other Chapter officers and members of your Chapter are sources of suggested speakers for your meetings. The Boston Section maintains a database of all past speakers. You may access this data base by going to <http://ieeeboston.org> scrolling to bottom right hand side of front page and clicking on Data Base.

The Boston and New England areas are fortunate in having many leading contributors to the technical areas of the IEEE. Often, speakers from other parts of the country or the world can be attracted to the Boston area if you are willing to adjust the time and location of your Chapter meetings to correspond with other business these individuals have in the area. Think broadly and try to attract a selection of speakers whose topics will interest a wide variety of your Society's members.

Some Societies sponsor Distinguished Lecturer Programs which provide internationally known speakers on topics of great interest to their members. The Society may pay for all or part of the speakers travel expenses to the Boston area for his or her talk. Information on these and other Society financial support programs should be available from your Society's President or Chapter Activities representative.

The Boston Section does not have adequate funds to support the travel expenses of speakers from out of town.

Under unusual circumstances, however, a Chapter may obtain travel expense reimbursement. The Section policy on this is as follows:

The Boston Section Executive Committee is open to any reasonable proposal to support travel of speakers under the following guidelines:

* Approval must be requested and obtained before any commitments are made from the Section Executive committee: i.e. at least three months before the actual meeting date.

The speaker has a subject of intense interest and is well known in his/her field.

The speaker is not from a profit making (commercial) company.

The financial situation of the Section is such that, in the opinion of the Executive Committee, the support is feasible.

The Section would administer and account for any donated funds that have been solicited to cover these expenses, but such solicitation cannot be encouraged.

In general, you should seek written confirmation of your speaker's intent well in advance of the planned meeting. Two to three months is not too early as your speaker must provide publicity information to you or the Section office in time for the REFLECTOR publication deadline. In your correspondence with your speaker, confirm the time, date and location of your meeting, any invitation you may wish to extend for dinner or any assistance which you may provide out-of-town speakers for transportation and hotel or motel locations and reservations.

Although not encouraged, classified technical meetings can be held if a company is willing to handle security and the topic and speaker are of high quality. In this case, the meeting must be publicized for at least two months in the REFLECTOR to allow adequate time for clearances to be processed.

3.4 Meeting Publicity and Editorial Requirements

It is IEEE policy that all local IEEE meetings held within a Section must receive Section-wide publicity through the IEEE Reflector, website or e-reflector. Such publicity is important so that all Section members are aware of activities which may be professionally profitable for them. In addition, such publicity is required to insure that the IEEE and its officers have insurance protection for the meeting.

The Boston Section and CNEC are fortunate in having one of the IEEE's outstanding newsletters, the REFLECTOR, which is mailed to each member of the CNEC Sections and which serves as the primary vehicle for announcing meetings each month. We also publish our calendar on our web site at: <http://ieeeboston.org>. In addition, a bi-monthly e-reflector reaches 11,500 valid local member email accounts.

Thus, ALL LOCAL IEEE MEETINGS, including those organized by Chapters must be publicized in the REFLECTOR and meeting announcements must meet the editorial requirements of the REFLECTOR. On page 16-17 is a Speaker Information Form which you may copy and provide to your speaker at the time when you confirm the date and topic of his or her talk. If you and your Speaker complete and submit the form by the due dates given below, the editorial requirements of the REFLECTOR will be met. Encourage your speaker to submit BOTH the Basic Minimum Requirement for the centerfold as well as the Inside Article, biography, personal picture and a technical figure(s) or other illustration. An interesting, well written inside article serves to attract a larger audience to your meetings and is generally worth the additional effort on the part of your speaker. If the meeting place is not well known, provide a detailed description of directions for publication in the REFLECTOR.

We request that you furnish the following:

a) MINIMUM REQUIREMENT-The least amount of acceptable copy is a title, speakers name, affiliation and a 25-50 word summary for the center section of the REFLECTOR. This center fold is prepared to encourage its posting on bulletin boards at local universities and companies.

WE NEED THIS COPY UNDER ALL CIRCUMSTANCES

We have found that an additional short article (published else where in the REFLECTOR) attracts a larger, more interested audience for your talk.

b) This ADDITIONAL SHORT ARTICLE, describing your work is optional and should be in the range of 500 words including speaker's biography and directions. It should contain mostly technical/professional copy and only 1/2 page of biographical copy. This biography should contain the author/speaker' degrees, a short enumeration of work accomplished which is pertinent to the subject and his latest work assignment.

If possible, please include a photo of the speaker/author, reproducible charts and other photos/illustrations or an "action" photo of the author with his project/equipment to attract interest in the talk.

Below is pertinent information to you will need as you organize your chapter meeting and write your reflector article:

- The TITLE of paper
- The TIME of the Pre-Meeting Dinner (if desired)
- The DATE of the Meeting
- The TIME of the Meeting
- The LOCATION and ADDRESS of this Meeting
- The LOCATION and ADDRESS of the dinner (if desired)
- The Local Chapter Officer handling/arranging this meeting's contact information
 - Business Phone
 - e-mail
 - The Speakers Contact Information
 - Name
 - Company
 - Business Address
 - Business Phone
 - Email
- audio-visual needed

The speaker may submit his/her information to you or the Section office. **However, it is the responsibility of the Chapter Chairman to insure that the complete submission for their Chapter is in the Section office by the required date. Chapter Chairmen are encouraged to personally receive their speaker's publicity material to insure that it is in good order before submission to the Section Office.** The deadlines for receipt of meeting publicity material for the REFLECTOR are as follows:

January 20	for a March Presentation
February 20	for an April Presentation
March 20	for a May/June Presentation
July 20	for a September Presentation
August 20	for an October Presentation
September 20	for a Nov./Dec. Presentation
November 20	for a January Presentation
December 20	for a February Presentation

Material should be e-mailed to:

l.scott@ieee.org

Photos may be emailed in JPEG, tif or .gif format

Your cooperation in meeting these publication dates is essential and appreciated.

Chapters are encouraged to provide special meeting notice posters to contacts in companies which are most interested in that Chapter's activities. A mailing list of Chapter members will be provided, upon request, once a year. Company support for the printing and postage is desired but special requests may be submitted to the Section Executive Committee through the Chapter Coordinator.

The use of IEEE membership listings for other than IEEE activities is expressly forbidden.

IEEE stationery and envelopes are available upon request from the Section Office. The use of company letterheads and envelopes for IEEE correspondence should be avoided in the case of general mailings to Chapter members.

3.5. TECHNIQUES FOR A BETTER TALK

- **PREVIEW** - Briefly outline your subject enumerating the three or four major topics of your talk.
- **PURPOSE** - Define the problem - why was the study made? Why was the experiment performed? Why was the equipment built?
- **DESCRIPTION** - Describe the course of your work in terms of its major significant features. Too much detail will confuse your audience and obscure your major arguments.
- **RESULT** - Answer the questions "What did I accomplish" and "How is the result of my work being used?"
- **APPLICATIONS AND EXTENSIONS** - Explain other ways that your results can be applied and what further work is indicated. This will help evoke questions from the audience

3.6 Section Financial Support and Expense Reporting for Chapter Technical Meetings

The Boston Section will provide reimbursement for reasonable expenses associated with Chapter Technical Meetings provided a Meeting Report and Claim for Expenses is submitted to the Section office by one of your Chapter Officers. Actual receipts must be forwarded to the Boston office.

The following guidelines should be followed - requests for deviations should be addressed to the Section Executive Committee through the Section Chapter Coordinator:

* **Speaker's Expense** - Speaker's expenses are limited to his cocktail, dinner and any taxi expenses associated with this presentation at your meeting. In addition to the speaker's meal, a total of \$20 will be allowed to offset the Chapter host's personal dinner expense for each Chapter meeting.

* **Hall Rental** - Expenses for hall rental should be kept to a minimum by scheduling meetings at free or small charge facilities or organizations interested in the IEEE. All rentals must be approved by the Section Business Manager before your commitment is made.

Reimbursement for Chapter expenses must be made through the Section's Standard Cost Report for General Chapter Expenses. See page 14. All expenses are required to have receipts for reimbursement. A Cost Report and should be completed and returned to the Section Office as soon as possible after your meeting. A few cautionary notes in regard to Chapter financial matters are in order -

* Don't expect reimbursement for secretarial services without special permission from the Section Executive Committee.

* Don't commit the Chapter or the Section to guarantee payments for dinner or other reservations - the consequences of NO SHOWS are the sole personal financial responsibility of the party making the commitment.

* Don't commit to paying travel expenses for a speaker without first obtaining written Section Executive Committee approval (See Section 3.3 above).

* Don't commit your Chapter to monthly poster or newsletter type mailings; such actions are the sole personal financial responsibility of the party or company making the commitment.

* Don't order anything directly for which there will be a charge from IEEE Headquarters; all such requests must be made through the Section Office.

* Special Activities of a Chapter must receive Section Executive Committee approval at least three months before the event. A complete budget must be submitted at that time and all income from such activities will be turned into the Section office promptly with a written report. All properly authorized bills should be promptly turned into the Section office for payment.

3.7 Chapter Meeting Reporting

IEEE Meeting Report Form should be filled out and submitted on line after each meeting by going to <http://ewh.ieee.org/cgi-bin/131/ReportForm.pl> Or www.ieeeboston.org and clicking on IEEE links and then chapter reporting. Click on L-31 reporting. In the select sponsor drop down list, select your chapter. Below are the chapters as it appears in the drop down listing:

Chapter	Chapter as it appears in drop down menu
Aerospace & Electronic Systems	Central New England Council – AES10 – Chapter
Antennas & Propagation	Central New England Council – AP03 – Chapter
Communications	Central New England Council – COM19 – Chapter
Components, Packaging, & Manufacturing Tech	Central New England Council – CPMT21 – Chapter
Computational Intelligence Chapter	Boston – CIS11 – Chapter
Computer	Central New England Council – C16 – Chapter
Consultant Network	Boston – Consultants Network – Affinity Group
Control Systems	Central New England Council – CS23 – Chapter
Education	Central New England Council – E25 – Chapter
Electron Devices	Central New England Council – ED15 – Chapter
Electromagnetic Compatibility	Central New England Council – EMC27 – Chapter
Engineering Management	Central New England Council – EM14 – Chapter
Engineering in Medicine & Biology	Boston – EMB18 – Chapter
Geoscience and Remote Sensing	Boston – GRS29 – Chapter
GOLD	Boston – Gold – Affinity Group
Instrumentation & Measurement	Central New England Council – IM09 – Chapter
Lasers & Electro-Optics	Central New England Council – LEO36 – Chapter
Life Members	Boston – Life-Member – Affinity
Magnetics	Central New England Council – MAG33 – Chapter
Microwave Theory & Techniques	Central New England Council – MTT17 – Chapter
North Shore	Boston – Northshore - Subsection
Nuclear & Plasma Sciences	Central New England Council – NPS05 – Chapter
Oceanic Engineering	Boston – OE22 – Chapter
Power Engineering	Boston – PE31 – Chapter
Reliability	Central New England Council – R07 – Chapter
Robotics and Automation	Central New England Council – RA24 – Chapter
Signal Processing	Central New England Council – SP01 – Chapter
Social Implications of Technology	Boston – SIT30 – Chapter
Solid State Circuits Society	Boston – SSC37 – Chapter

Please be sure to CC L.Scott@ieee.org. For those not comfortable reporting on line, you may fill out a paper meeting form (see page 15) and send it to IEEE Boston Section, One Centre Street, Suite 203, Wakefield, MA 01880.

3.8 Meeting Follow-up

In addition to your meeting and expense report, it is suggested that a brief note be sent to your speaker to thank him or her for their presentation. Out of town speakers might like a copy of the REFLECTOR which announces the talk. Each Chapter in a Joint meeting should file meeting and expense reports.

4. SPECIAL SEMINARS AND LECTURE SERIES

This section applies specifically to lecture series but is applicable to seminars as well.

4.1 Goals

There are two goals of the Boston Section Lecture Series Program. The first goal is to provide a convenient source of continuing professional education on emerging technologies at moderate cost. The Boston Section is fortunate in having internationally known engineers who are experts in modern technologies of interest to IEEE members. These experts have been generous in devoting their professional time to organizing the developments in their fields and presenting them at our evening Lecture Series. The Section is thus able to provide significant professional education opportunities often not available at local universities or other organizations offering short professional courses.

A second goal of the Lecture Series Program is to provide financial support for the Boston Section's other programs for its members. These programs include support for the Section's Chapters, Student Activities and other membership information programs.

As Chapter Officers in the Boston Section, your role in organizing Lecture Series is extremely important. You are the experts on important emerging technologies of value to our members. You know the experts in the local area. You know the latest texts and reference material which would be of value to engineers in our Section. Please share your knowledge in helping the Section organize Lecture Series. The Section Office is very effective in the organization and administration of the Series and can provide considerable assistance to you. But without your expertise, this important Section membership service will be missing.

4.2 Topics for Lecture Series

Topics for Lecture Series should be timely and represent important, emerging technologies of broad interest to Section engineers. The Section can make its greatest contributions in those new technical areas where we have special expertise.

More mature technologies are often covered well in commercial state of the art courses. The latest research results are often described in Chapter meetings. In some cases, Lecture Series have been coordinated with a theme contained in the Chapter meetings of a particular Society - the Lecture Series providing a broader perspective from which to understand the research discussed in the Chapter meetings.

Previous successful topics have included artificial intelligence, Software Validation & Verification, RFIC, radar technology and Object Oriented Programming. Attendance at some lecture series has been up to one hundred. However, class size is not necessarily the criterion for success. Smaller Lecture Series can be quite successful if it meets the needs of our membership.

If you have ideas for a Lecture Series, submit your ideas on line:

http://www.ieeeboston.org/edu04f/neo_course_proposal.htm

4.3 How to Organize and Conduct a Lecture Series

The Boston Section Office and the Boston Section Lecture Series Chairman will be glad to assist you in organizing and conducting a Lecture Series for the Boston Section. Contact them early in your planning for a new Lecture Series. In the mean time, here are some tips for your consideration.

1. Select a topic that should have wide appeal. Confirm the topic with the IEEE Boston Section Office or the Lecture Series Chairman to avoid duplication with another IEEE function.
2. Find one or more qualified speakers. Contact them by phone or email and invite them to a planning meeting (lunch time is best when you are just starting). Sometimes a steering committee with wide organizational representation can provide the names of knowledgeable dynamic speakers.
3. Together with the speakers, draft a detailed outline of what will be covered on each night (four to eight nights are recommended). Have each speaker prepare a 50-100 word abstract of his presentation. Single and multi-day sessions are acceptable formats as well.
4. Continue with the planning meetings until a final outline is established. Confirm arrangements in writing with each speaker.
5. Send a copy of the outline to the IEEE Boston Section Office for final approval at least four months before the Lecture Series begins. Be sure to include the names, backgrounds, and photographs of the speakers and their abstracts. Indicate if textbooks are to be supplied with the Lecture Series (allocate time for procurement).
6. The IEEE Boston Section Office will print the information in the REFLECTOR. This publicity (experience shows us) MUST be in the REFLECTOR at least three issues before "opening night." Please abide by the REFLECTOR publication schedule given elsewhere in this Handbook. Promotion will appear on the website and e-reflector, too.
7. Try to obtain Xerox and electronic copies of the appropriate course notices(s) and send to all your engineering friends for posting. Special publicity mailings to appropriate Chapter members can be arranged by the Section Office if the request is made three months before the Series begins.
8. Assist the speakers, if necessary, in the preparation of presentation or other display materials. Have copies of the presentation printed (this can be done by your company's Publications Dept. or by the IEEE Boston Section Office). If the Boston Section Office is to copy the handouts, the original must be in the Section Office one week before the lecture is to be given.
9. Have everything ready at least one week before the lectures start. This includes textbooks, handouts, audiovisual and presentation. The IEEE Boston Section Office will assist you in this matter.
10. Make sure that all goes well on opening night. The IEEE Boston Section Office will handle registration and other financial matters at the door. You must make sure that the opening speaker is dynamic and sets the pace for the rest of the lectures. Since most of the attendees are engineers, the speaker should move right along, rather than trying to cover a lot of basics. Attendees admire a speaker who is authoritative and who speaks loudly and with confidence.
11. Most Lecture series run from 7:00 or 7:30 to 9:30 PM with a break midway in the evening.

12. Every speaker normally receives a gift of appreciation from the Boston Section. These are provided by the Section Office. Granting of an honorarium or payment of a speaker's travel expenses should first be discussed with the IEEE Boston Section Office.

13. Continuing Education Units (CEU) are optional and may be arranged through the IEEE Boston Section office.

4.4 Assistance

The Boston Section Lecture Series Chairman (a member of the Executive Committee) and the Boston Section Office are always available for guidance and assistance with any lecture series.

5. CHAPTER MEMBERSHIP DEVELOPMENT AND AWARDS

5.1 Membership Development

The Society Chapter should recruit new IEEE and Society members at each of their Chapter meetings as many non members attend. Senior Member upgrades and the nomination of Society members to the Fellow grade should be encouraged. The Chapter should provide a prominent display of IEEE membership and Society membership forms at each meeting. These may be obtained from the Section Membership Development Chairman, the Section Office or free from the IEEE Service Center. The membership information provides details of the requirements for admission to each of the IEEE grades.

5.2 IEEE Section Region 1 and Society Awards

Your Society Chapter is an important source of individuals eligible to receive many of the IEEE Awards, most notably the Fellow Awards. It is the Chapter's responsibility to see that deserving people from their Chapter are nominated and recommended through the Section Awards Committee and through Society channels. Information on the IEEE awards and Fellow nomination processes are available from the Section Fellows and Awards Chairman and the Section Office.

As Society Chapter officers you are probably aware of awards presented to Boston Section members for their contributions to IEEE Societies. We would like to acknowledge these award winners in the REFLECTOR. Please help us in this process by sending a short note or call the Section Office with information on any awards received by your membership.

6. CHAPTER OFFICER NOMINATIONS AND ELECTIONS

Section Bylaws provide that Society Chapters shall elect their officers for a term of office that coincides with the administrative year of the Section. December 31 is the end of the Boston Section's administrative year. Elected officers shall in any case continue in office until their successors are duly elected and take office.

Each year, the Chapter Chairman should appoint a nonpartisan group of Chapter members who are not currently Chapter officers as a nominating committee for new Chapter officers. Some Chapters appoint two or three of the most recent Chapter Chairmen as their nominating committee. This committee should select a slate of Chapter officers and provide that slate in writing to the Section Office by November 15 so that it may be published in the January and February issues of the REFLECTOR. Your committee should insure that candidates for office satisfy the following criteria:

* Consent - No name of any candidate can be presented without his or her prior consent;

* Membership – Society Chapter officers must be members, senior grade or higher of the IEEE and must be a member of the Society in which they seek office.

* Leadership - The success of Chapter activities each year depends on the leadership abilities and dependability of the Chapter officers. Try to select candidates who will be concerned about planning a good program and who will insure its successful completion.

* Knowledge of Chapter Activities - While it is not essential that candidates have a working knowledge of Chapter activities, many Chapters find that having one or more officers "moving up" provides year to year continuity in planning and executing Chapter activities. Chapters should hold elections at their last publicly announced meeting of the year, usually in November or December. Your slate of candidate officers should be announced at the previous month's meeting and nominations from the floor solicited at the election meeting. Those Chapters having a contest for office will be allowed a mailed ballot to decide their election.

Please be sure that the names of new Chapter officers are reported to the Section office and to your Society President or Chapter Activities Coordinator. In turn, they notify the IEEE offices in New York and Piscataway. Timely notification is important to insure that you receive promptly all IEEE, Society and Section correspondence for your Chapter.

STANDARD COST REPORT FOR GENERAL CHAPTER EXPENSES:
(Please print Clearly)

NAME OF CHAPTER: _____

DATE OF MEETING: _____

General Chapter Expenses:

Speaker (s) Dinner (s) and/or Taxi Expense \$ _____
attach receipts - Max amount is \$25.00

Host's Personal Dinner Expense (up to \$20) \$ _____
(attach receipt or payment will be held up)

Hall Rental (attach receipt) \$ _____

Equipment Rental (attach receipt) \$ _____

Postage and mailing NOT APPLICABLE - All authorized mailings are handled by the Section Office via Headquarters.

TOTAL: \$ _____

Please make check payable to: Name: _____

Mailing Address: _____

Signed: _____
(Chapter Officer only)

Note: It is Executive Committee, Boston Section IEEE policy that there will be no reimbursement of chapter meeting expenses unless the expense report is accompanied by the IEEE Monthly Chapter Meeting Report. Actual receipts are required for any reimbursements.

MEETING REPORT

THIS REPORT FORM IS FOR PERMANENT RECORDS OF THE SECTION SECRETARY
A COPY WILL BE FORWARDED TO IEEE REGIONAL ACTIVITIES

The Section Secretary will summarize and submit all meeting activity of the Section, its Subsection(s) and Chapter(s) in one Annual Reporting Package for each calendar year.

The Section Secretary shall complete and file this form following each meeting of the Section.

The Subsection Secretary shall complete and forward this report to the Section Secretary within ten days following each Subsection meeting.

The Chapter Officer shall complete and forward this report to the Section Secretary within ten days following each Chapter meeting.

MEETING DATE: _____ *WAS THERE A MEETING (ATTENDANCE) CHARGE? YES NO

MEETING CATEGORY CODE: 1 2 3 4 5

SPONSOR OF MEETING (IDENTIFY)

Section: _____

Subsection: _____

Chapter: _____

Attendance - IEEE members: _____ Guests: _____ Total: _____

Presiding Officer: _____ Title: _____

Title of Paper: _____

Speaker: _____ Organization: _____ Phone: _____

Address: _____

Speaker Rating: Would you recommend this speaker to other IEEE audiences?
(circle rating) NOT RECOMMENDED 1 2 3 4 5 STRONGLY RECOMMENDED

Title of Paper: _____

Speaker: _____ Organization: _____ Phone: _____

Address: _____

Speaker Rating: Would you recommend this speaker to other IEEE audiences?
(circle rating) NOT RECOMMENDED 1 2 3 4 5 STRONGLY RECOMMENDED

Date Report Submitted _____

Signature of Officer _____

(USE REVERSE SIDE TO FURNISH ANY ADDITIONAL INFORMATION)

*Check "YES" box only when there was a charge to attend the meeting: optional food or facility expenses with a meeting not considered an admission charge.

**SPEAKER INFORMATION AND EDITORIAL REQUIREMENTS OF
THE IEEE SOCIETY CHAPTER**

Thank you for agreeing to speak at our IEEE meeting. In order to make the meeting a success, we need to reaffirm and obtain certain things from you; they are:

1. As we understand it:

a) The **TITLE** of the paper is _____

b) The **TIME** of the **Pre-Meeting Dinner** is _____

c) The **DATE** of the Meeting is _____

d) The **TIME** of the Meeting is _____

e) The **LOCATION and ADDRESS** of this meeting is

f) The **LOCATION and ADDRESS** of the dinner is

2. The Local Chapter Officer handling/arranging this meeting is

NAME _____

Business Address _____

Business Phone _____

e-mail _____

3. Should we need to contact you for any reason, would you please fill in the following:

Name _____

Home Address _____

Business Address _____

Business Phone _____ Home Phone _____

Email _____

4. We need to know what your audio-visual needs are, Please indicate

5. REFLECTOR EDITORIAL REQUIREMENTS

By IEEE regulation, the Boston Section/CNEC publicizes all local meetings held with-in the Boston, Maine, New Hampshire, Providence and Worcester County Sections in, what many call, "its outstanding newsletter," the REFLECTOR. YOUR editorial material MUST be provided to the :

IEEE Boston Section Office
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by one of the appropriate dates given below as the production schedule of the Reflector is extremely tight.

The deadline dates are:

January 20	for a March Presentation
February 20	for an April Presentation
March 20	for a May/June Presentation
July 20	for a September Presentation
August 20	for an October Presentation
September 20	for a November/December Presentation
November 20	for a January Presentation
December 20	for a February Presentation

We request that you furnish the following:

a) **MINIMUM REQUIREMENT**-The least amount of acceptable copy is a title, speakers name, affiliation and a 25-50 word summary for the center section of the REFLECTOR. This center fold is prepared to encourage its posting on bulletin boards at local universities and companies.

WE NEED THIS COPY UNDER ALL CIRCUMSTANCES

We have found that an additional short article (published else where in the REFLECTOR) attracts a larger, more interested audience for your talk.

b) This **ADDITIONAL SHORT ARTICLE**, describing your work is optional and should be in the range of 500 words including speaker's biography and directions. It should contain mostly technical/professional copy and only 1/2 page of biographical copy. This biography should contain the author/speaker' degrees, a short enumeration of work accomplished which is pertinent to the subject and his latest work assignment.

If possible, please include a photo of the speaker/author, reproducible charts and other photos/illustrations or an "action" photo of the author with his project/equipment to attract interest in the talk.