

## Maine Section IEEE Policies & Procedures

Topic	Decision	Purpose	Date Adopted
Section Historical Records	Archive section records older than three years at CMP's Electrical Museum (old Farmingdale Substation).	Save space	10/25/89
Meeting Mailings	Send all meeting mailings via US Postal Service 3rd-class non-profit bulk mailing rate . Also, publicize meeting notices in the "Reflector" and in local newspapers. This will require timely preparation of meeting notices (supercedes 10/25/89).	Save \$	5/17/90
	Meeting announcements include a statement which describes how no-shows will be treated, with the policy established for each meeting by the sponsor of that meeting.		9/4/85
	CNEC officers included in mailings Non-members charged \$5.00 annually for mailings.		3/25/87 4/18/84
Section Assets	Set aside minimum amount of cash which will not be needed for operations in coming year and invest in a CD.	Make \$	10/25/89
Speaker's Expenses	Executive Committee approve all speaker's expenses <u>before</u> meetings.	Avoid unexpected costs	9/13/89
	Section should not offer to pay expenses. Remuneration in extraordinary circumstances should be honorarium, not reimbursement of expenses.		4/23/80
Speaker's Awards	Placques (or other tokens of appreciation) are presented to speakers at each meeting.	Recognize contribution to section	9/21/88
	Both the token and the speaker's meals will be paid by the Section. Thank-you note sent by section secretary.		9/12/84
National Engineers' Week	Cooperate with other engineering organizations and offer to match IEEE members with students or classes.	Advance understanding of profession	9/13/89
Annual Meeting	\$5 nominal charge for attendees not paying for a meal.	Defray room, beverage costs	8/16/89
Membership/ Mailing List	Do not provide to employment agencies.	Members' privacy	8/16/89
	Case-by-case, may provide to nonprofit organization, restricted to a single use only.		11/28/84
Chapter Support	Up to \$100 per meeting stipend will be paid to chapters to pay excess costs above chapter meeting income (supercedes 4/19/89, 9/21/88, 9/2/87, 3/19/86, 9/4/85, 4/18/84).	Alleviate chapter financial risk	8/16/89
Name Tags	Badges for officers and name cards for meeting attendees will be provided at meetings.		11/16/88
Electro Bus	On even-numbered years, sponsor a bus to the Electro conference in Boston.		9/2/87
	Request funding for Electro bus from CNEC (typically \$500).		9/2/87
Executive Committee	Meals for Executive Committee meeting attendees will be paid for by the Section.		9/2/87
	Minutes should list absent members as well as present members.		10/15/86
	All members, including those absent, should receive all meeting material and minutes.		3/25/87
Student Meal Subsidy	The Section pays half the students' meal expenses for Section meetings to the student branches.	Student support	9/17/86