

SOCIETY OF RELIABILITY ENGINEERS



OPERATIONS MANUAL

SRE 00-020-0202 Rev I

2 January 2012

REVISIONS

Revision	Date	Pages	Approved By
Basic ⁽¹⁾	1982	All	Ken Eagle
A ⁽¹⁾	1987	All	Louis McAnany
B ⁽¹⁾	1988	All	Louis McAnany
C ⁽¹⁾	1989	All	Louis McAnany
D ⁽¹⁾	1992	All	W. D. Yates III
E ⁽¹⁾	2001	All	Pat Larter
F ⁽¹⁾	2002	Pg 8, 9, 27, 39, 69	Pat Larter
G ⁽²⁾	2008	All	Robert Loomis
H ⁽²⁾	2011	All	Robert Loomis
I ⁽²⁾	2012	All	Tom Fagan/Robert Loomis
⁽¹⁾ Changes to single combined document that included Ops Manual, Constitution, and By-Laws ⁽²⁾ Changes to Ops Manual only (unbundled)			



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1.0 INTRODUCTION

The purpose of this document is to provide information and guidance to Society of Reliability Engineers (SRE) Executive Officers to manage the National Organization and to Chapter Officers in managing the local chapters. Accordingly, Chapters 2 and 3 include lists of responsibilities for SRE officers at the Board of Directors (BOD) and chapter level. In addition, SRE 00-027 “SRE Schedule of Activities” presents a master list of activities with dates for the SRE.

It is intended by the Executive BOD that the Chapter President, Vice-President, Secretary, Treasurer, and the Chapter Representative to the Executive BOD maintain a copy of this manual for reference purposes. Each Chapter Officer should ensure that their copy of the manual is passed on to their successor.

This manual is intended to be a “living document.” Accordingly, it is recommended that each SRE Officer (near the end of his/her term) recommend specific changes and/or additions to this document, which will help the following year’s officers. These recommendations should not be general, but rather, in a format that can be directly included in this document. The Vice President of the BOD shall be responsible for updating the Operations Manual annually.

This manual was produced using Microsoft Word. The master documents are maintained by the Secretary, Society of Reliability Engineers. Additional copies of this manual can be obtained on the SRE Website.

Again, this document is for guidance for the operations of both the SRE and the local SRE chapters. The SRE Constitution and the SRE By-Laws, which are companion documents to this Operations Manual, are binding on all SRE operations, both locally and internationally.



2.0 EXECUTIVE OFFICERS: PERMANENT ACTIVITIES SCHEDULE

2.1 President (Board of Directors [BOD])

DATE	ACTIVITY
January (at RAMS)	Preside at executive BOD meeting
January (at RAMS)	Appoint three member audit committee
January (at RAMS)	Introduce new officers (even-numbered years)
August 31	Receive report from audit committee
September 30	Appoint three-member election committee (odd-numbered years)
November 15	Mail agenda for January BOD meeting
November 15	Send proxy for January BOD meeting to each chapter representative
December 31	Ensure receipt of all proxies from local chapters

2.2 Vice President (BOD)

DATE	ACTIVITY
January (at RAMS, (odd-numbered years))	Initiate review of SRE Ops Manual
January (at RAMS)	Initiate membership drive for calendar year
August 15 (odd-numbered years)	Publish revised Ops Manual



2.3 Secretary (BOD)

DATE	ACTIVITY
January (at RAMS)	Record minutes of BOD meeting
January 15	Prepare and send previous calendar SRE membership list to RAMS and to each chapter
February 15	Distribute January BOD meeting minutes to each chapter
July 31	Ensure receipt of list of new Chapter Officers from all chapters
August 31	Publish and disseminate list of all Chapter Officers to include President, Vice President, Secretary, Treasurer, and Chapter Representative to the Executive BOD
November 30 (odd-numbered years)	Send election ballots to each chapter
December 31 (odd-numbered years)	Ensure receipt of election ballots from all chapters

2.4 Treasurer (BOD)

DATE	ACTIVITY
January (at RAMS)	Present SRE financial report
January (at RAMS)	Present SRE annual budget
August 31	Submit chapter audit report to BOD
January 1	Prepare SRE financial report



2.5 Newsletter Editor

DATE	ACTIVITY
December 2–14	Prepare December SRE Newsletter
December 15	Send December SRE Newsletter to printer
January 15	Mail December SRE Newsletter
June 2–14	Prepare June SRE Newsletter
June 15	Send June SRE Newsletter to printer
July 15	Mail June SRE Newsletter

2.6 Chapter Representative to BOD

DATE	ACTIVITY
November 30	Coordinate January BOD meeting agenda, proxy, and ballot with local chapter officers
December 20	Mail proxy and ballot for January BOD meeting to SRE President
March 1	Communicate January BOD meeting minutes to local Chapter Officers and membership

2.7 Election Committee

DATE	ACTIVITY
September 30 (odd-numbered years)	Solicit nominations for officers
October 31 (odd-numbered years)	Submit nominations to SRE President
January 19 (odd-numbered years)	Verify and tally ballots



2.8 Audit Committee

DATE	ACTIVITY
August	Audit financial records of SRE and financial records of each local chapter
October 31	Submit audit report to BOD President

2.9 Awards Committee

DATE	ACTIVITY
January (at RAMS)	Solicit submissions and nominations
April 30	Receive submissions and nominations
September 30	Evaluate and recommend recipients to BOD
January (at RAMS)	Announce awards

2.10 SRE Reliability and Maintainability Symposium (RAMS) Representative

Present the following (as appropriate) to the Executive Board of Directors (BOD) after each RAMS Executive BOD meeting:

1. Items of significance to the SRE as a RAMS sponsor.
2. Action items needing Executive BOD and/or chapter inputs for the RAMS BOD.
3. Status of “seed” money and any other financial matters.
4. Performance of SRE members on the RAMS management committee.
5. Status of the RAMS management committee queue.



2.11 Fellows Committee

DATE	ACTIVITY
January (at RAMS)	Solicit submissions and nominations
During year	Receive submissions and nominations
During year	Evaluate and select recipients, per SRE 00-037-0808
January (at RAMS)	Announce awards for any applications received by 1 December



3.0 SRE CHAPTER OFFICERS: PERMANENT ACTIVITIES SCHEDULE

3.1 Chapter President

DATE	ACTIVITY
November 15	Provide “chapter input to December SRE Newsletter”
December 1	Coordinate with Chapter Representative on January BOD meeting agenda, proxy, and ballot
January 1	Ensure Chapter Representative mails local chapter proxy to SRE President
March 31	Ensure January BOD meeting minutes are communicated among Chapter Officers and read to chapter
April 1	Pursue nominees for chapter elections
May 15	Provide “chapter input to June SRE Newsletter”
NLT July 1	Hold chapter elections
July 15	Appoint BOD representative (every 2nd year)

3.2 Chapter Secretary

DATE	ACTIVITY
November 15	Mail chapter input to December SRE Newsletter
January 1	Mail membership list to SRE Secretary
March 31	Mail annual report of chapter activities to SRE Secretary
NLT June 30	Mail chapter election ballot to all chapter members
May 15	Mail chapter input to June SRE Newsletter
July 31	Submit list of new Chapter Officers and Chapter BOD Representative to BOD Secretary



3.3 Chapter Treasurer

DATE	ACTIVITY
October 1–15	Mail of membership renewal requests
December 15	Mailing of membership expiration notices
December 31	Membership list/dues cutoff
January 1	Send dues for previous calendar year to SRE Treasurer
March 31	Prepare chapter financial report and submit to SRE Treasurer



4.0 GENERAL POLICY GUIDELINES

(As adopted by the SRE BOD.)

1. Advertisements are acceptable in both the SRE *Lambda Notes* and Chapter newsletters, but each request should be examined on its own merits. The ad should be generally related to reliability and be of potential utility to the members. Income should be of secondary importance.
2. The BOD President should arrange to have the SRE banner displayed at RAMS each year.
3. A memento of appreciation should be given to past SRE board members by the following board.
4. Chapters should interchange newsletters and should send one copy to the SRE *Lambda Notes* editor on a timely and routine basis.
5. The BOD accepts responsibility for maintaining a stock or electronic soft copy of standard-printed material such as letterhead, membership certificates, brochures, etc.
6. Each year, chapters should submit at least one nomination for the SRE Certificate of Recognition and should poll their membership for a nomination for the SRE Certificate of Excellence.
7. At the end of the term, the BOD Secretary will review the BOD meeting minutes and add all policy decisions to this list. Firm policies should also be considered for inclusion in the By-Laws.
8. A copy of the SRE Operations Manual should be sent to each new chapter officer by the SRE Secretary (if the previous chapter officers didn't pass the Operations Manual on to the newly elected officers).



5.0 SRE AWARDS

The SRE President appoints the Awards Committee, typically comprised of members of the SRE Board of Directors and current or past SRE officers. The different awards available are described in this section. The Awards Committee may also serve as the Fellows Committee if the makeup of the committee is appropriate (see section 5.13).

1. *SRE National Awards*

- a. The *Stan Ofsthun Award* is presented to a member or members of the SRE who present the best technical paper at the annual RAMS. An award committee established by the SRE BOD will evaluate all technical papers submitted to them that meet the criteria for the award. The award is to recognize the best technical paper presented at the annual RAMS by a member of the SRE. The award consists of a plaque or a framed certificate and a \$1,500.00 (U.S.) cash award. The certificate is form number SRE 00-0030-0101.
- b. The *SRE Fellow* designation is designed to recognize those individuals who have made a significant contribution to the SRE and to the Reliability discipline.
- c. *BOD Certificate of Recognition* is designed to recognize individuals who have made a significant contribution to the discipline. The Certificate of Recognition is intended to be awarded frequently.
- d. *BOD Certificate of Excellence* is designed to recognize outstanding individuals who have made a truly outstanding contribution of the philosophy and principles of Reliability. The Certificate of Excellence is intended to be awarded intermittently.

2. *Local Chapter* – An additional certificate has been developed for use at the local Chapter level. The Certificate of Appreciation is intended to provide a mechanism for local chapters to show their appreciation for contributions by individuals for their participation and support of chapter functions. The Certificate of Appreciation is form number SRE 00-0032-0101.

5.1 Criteria for SRE BOD Certificate of Recognition

1. The primary purpose of this award is to provide appropriate recognition of individuals who have made a significant contribution to the advancement of the philosophy and principles of Reliability. In general, the “Certificate of Recognition” is intended to be awarded fairly frequently in order to encourage attention to Reliability by those outside the discipline. The Certificate of Recognition is SRE 00-0011-0101.
2. The eligibility ratio is considered to be 1% for this award. That is, no more than 1 person in 100 should be eligible when compared to his peers.
3. The nominee need not necessarily be a professional Reliability Engineer. The important factor is that significantly more reliable hardware/systems have resulted from the nominee’s actions.
4. As a matter of propriety, members of the nominating chapter may not be nominated by their own chapter.



- 5. Anyone making a nomination should be fully convinced that the nominee meets all criteria for this award, and should submit a written description of the specific activities of the nominee that justify consideration for this award.
- 6. Anyone having information that either confirms or questions the nominee’s qualification for this award is obligated to present this information to the Nomination Committee.
- 7. In order to ensure the significance of this award, unanimous approval of all votes cast by the Nomination Committee is required. The members of the BOD will constitute the Nomination Committee (voting body).
- 8. After approval, the nominee’s agreement must be given before any public announcement of the award.

5.2 Past Recipients of SRE BOD Certificate of Recognition

MacMilan	(1978)
Ling	(1978)
J. Marriott.....	(1979)
J. Vivaldi	(1980)
J. Arsenault.....	(1986)
K. Eagle.....	(1990)



5.3 Criteria for SRE BOD Certificate of Excellence

1. The primary purpose is to provide appropriate recognition to individuals who have made a truly outstanding contribution of the philosophy and principles of Reliability. The Certificate of Excellence is form number SRE 00-012-0101.
2. The eligibility ratio is considered to be 0.2 for this award. That is, no more than 1 person in 500 should be eligible for nomination when compared to his peers.
3. The nominee need not be a professional Reliability Engineer. The important factor is that an outstanding advancement of hardware or software reliability techniques must have been the direct result of the nominee’s actions.
4. For an award of this level, it is expected that a majority of the SRE membership will be aware of one or more of the nominee’s achievements.
5. Anyone making a nomination should be fully convinced that the nominee meets all criteria for this award and should submit a written description of the specific activities of the nominee that justify the nomination.
6. Anyone having information that either confirms or question the nominee’s qualification for this award is obligated to present this information to the nomination committee.
7. After approval, the nominee’s agreement must be given before any public announcement of this award.

5.4 Past Recipients of SRE BOD Certificate of Excellence

Dr. Dimitri Kececioglu

Dr. Hans Reiche

Mr. Kenneth Eagle

Dr. Hans Reiche (deceased) (2001)

Mr. George Chernowitz (deceased) (2002)



5.5 Criteria for Award of SRE BOD Stan Ofsthun Award

1. The primary purpose of this award is to provide appropriate recognition of SRE members who have taken the initiative to write technical papers for presentation at the annual RAMS.
2. The eligibility of candidates for this award are:
 - a. being an active member of SRE, and
 - b. having their technical paper approved for presentation at RAMS.
3. The procedures to apply for the award are:
 - a. At the same time the approved final camera-ready technical paper is submitted to RAMS for publication, a copy of the paper must be submitted to the SRE Paper Award Committee Chairman.
 - b. A cover letter must be attached stating that the individual is an SRE member in good standing, and identify the SRE Chapter affiliation.
 - c. The letter is to be endorsed by the SRE chapter President or other Chapter officer if the President is not available.
4. The SRE Paper Award Committee Chairman will collect all candidate papers for evaluation. He/she will establish a system to have the papers evaluated by distinguished colleagues. The procedures will ensure the anonymity of the authors throughout the evaluation process.
5. The SRE Paper Award Committee Chairman will notify the SRE President upon completion of the evaluation. The process must be completed so the award can be made at the SRE BOD meeting held in conjunction with RAMS.
6. The award consists of the Stan Ofsthun Award plaque or certificate, and a check for \$1,500 (U.S.).
7. The winning paper will be published in the first SRE *Lambda Notes* edition published after the annual RAMS.
8. The Paper Award Committee is not required to make an award every year. An award will be made *only if at least one* submitted paper is considered worthy of being awarded the Stan Ofsthun Award. The certificate is form number SRE 00-0030-0101.
9. The Chapter Chair is responsible for submitting papers for the Stan Ofsthun Award consideration using a format similar to the following:



Date:

Subject: *Transmittal of Technical Paper for Consideration of the Stan Ofsthun Award*

To: Dr. Joel Nachlas
Dept. of Industrial Engineering
Virginia Tech
250 New Engineering Building
Blacksburg, Va. 24060-0118

Dear Dr. Nachlas:

Enclosed is a technical paper for consideration of the Stan Ofsthun Award. I certify that the author (Mr./Ms./Dr. _____) is an active member of the _____ Chapter of the SRE.

Sincerely,

Chapter President
(_____ Chapter)



5.6 Representative Criteria for Award of SRE Chapter Certificate of Appreciation

1. The primary purpose of this award is to provide appropriate recognition of individuals who have made a contribution to the local SRE chapters. This award is a local award, but can be awarded by the SRE BOD to acknowledge contributions by individuals to the BOD.
2. The eligibility is to be determined by the chapter officers. The award can be made for such actions as contributions made in subcommittee work by chapter members, speakers at local meetings, contributions made in support of chapter functions, and contributions by previous chapter officers. The Certificate of Appreciation is form number SRE 00-0032-0101.

5.7 Guidelines for SRE Fellow Selection and Designation

1. The SRE President shall appoint an SRE Fellows Committee made up of current SRE Fellows.
2. It is envisioned that the Fellows nomination process will be an ongoing process, with selection of candidates during the year and the announcement of the Fellows made at the annual SRE BOD meeting.
3. The SRE has only one membership level. The designation of Fellow is intended to recognize service to the Reliability community and to the SRE, not as a separate class of membership.
4. There is no difference in membership fees for anyone designated as a Fellow of the SRE.
5. Any SRE Fellow nominations must be submitted through the Chapter Chair of the nominee.
6. It is intended that the Fellow designation be awarded to no more than 10% of the SRE membership. That number may increase by up to 2% during any given year, at the discretion of the Fellows Committee.
7. All past SRE Presidents who are active in SRE will automatically be given the designation of "Fellow of the SRE." Inactive former presidents lose their Fellow designation but automatically regain it if they rejoin the SRE.
8. Other individuals designated as a Fellow will retain Fellow status as long as his/her SRE dues are current. Lapsed Fellow members (other than past presidents) must reapply to regain their Fellow status.



SRE Fellow Criteria

All three requirements must be met for the nomination to be considered by the Fellow Evaluation Committee:

Criterion	Minimum Requirement	Sample Summary Write-up	Attachments or Evidence
1. Active experience in reliability-related positions	<p>15 full calendar years prior to the date on which the nomination for Fellow is submitted.</p> <ul style="list-style-type: none"> Note: This does NOT have to be continuous experience. However, the successful applicant must be able to demonstrate a minimum of 15-years experience in reliability-related positions. 	<p>3/78 – 12/85 Reliability Specialist, ABCorp. 12/85 – 8/90 Reliability Engineer, ABCorp. 8/90 – 11/97 Reliability Manager, XYCo. 12/97 – present VP Reliability and Quality, XYCo.</p>	<p>Resume with detailed job descriptions and month/year dates, or letters from supervisors.</p> <ul style="list-style-type: none"> Ensure the “reliability-related” nature of each position is clear.
2. Member of SRE in good standing	<p>5 full consecutive calendar years prior to the date on which the Fellow nomination is submitted.</p>	<p>SRE member since 2001.</p>	<p>Verification by SRE Chapter Chair or national officer.</p>
	<p>3 years of membership in another technical society with similar interests to those of SRE. (Note: Any of the RAMS sponsors or equivalent technical societies are acceptable.)</p>	<p>Senior member of IEEE since 12/85; elected IEEE Fellow 5/90.</p>	<ul style="list-style-type: none"> Verification by SRE Chapter Chair or national officer Copy of member certificate or other documentation (with dates) of other organization.



Criterion	Minimum Requirement	Sample Summary Write-up	Attachments or Evidence
<p>3. Has contributed to and attained distinction in reliability-related disciplines</p>	<p>Attained distinction in one or more of the following ways:</p> <ol style="list-style-type: none"> 1. Planning or operation of Reliability-related work activities. 2. Teaching a major course in a Reliability-related academic discipline at an accredited school or institution. 3. Developing original theories, principles, or techniques of Reliability-related work. 4. Expounding useful theories, principles, or methods of Reliability-related work. 5. Directing work of significant scope in the application of Reliability-related work. 6. Developing or implementing Reliability tools or practices. 7. Service to the SRE or other national Reliability-related professional organization 	<ol style="list-style-type: none"> 1. J. Q. Doe planned and implemented SPC throughout the ABC Division of XYCo. in the 1970s, reducing scrap from 25% to 10 PPM. 2. J. Q. Doe has taught Statistics, Design of Experiments, Quality and Reliability Engineering courses for 10 years at ____ University; J. Q. Doe has taught reliability methods to interns for ____ Years. 3. J. Q. Doe has published original methodologies for _____ in the <i>Transactions on Reliability</i>. 4. J. Q. Doe has published multiple studies on improving the service and deliver improvement of _____. 5. J. Q. Doe is a regular, frequent speaker and seminar lecturer on _____, and has been an invited speaker at ____. 6. J. Q. Doe has been Corporate VP for Safety and Mission Assurance at XYCo. since 1985, responsible for achieving and maintaining ISO 9002 certification across 5 Divisions and 15 manufacturing facilities worldwide. 7. J. Q. Doe has been a Certified Reliability Engineer since 1997. 	<ul style="list-style-type: none"> • Resume. • Job descriptions. • Letters from supervisor or recognized authorities from reliability-related disciplines. • Copies of records of service (teaching, speaking). • Copies of patents, publications etc. • Documentation to support relevant certification claims.



IMPORTANT

The following requirements must be met:

Nominator Any SRE member in good standing may nominate another SRE member. Nominations must be submitted through the Chapter Chair of the nominee. **Self-nomination is not permitted.**

Candidate The nominee must be an SRE Member at the time the nomination is submitted; his/her SRE Membership dues must be current, and he/she must have completed five years of SRE Membership. If the nominee is in any way involved in a SRE leadership role (national or chapter) or in evaluation of SRE Fellow applications, the nominee must recuse him/herself from all activities involving the review process for Fellow.

General Information

Adhere to Space Limitations – All statements must be limited to the space provided for each item. Font size should be no smaller than 10 point. A nomination will not be accepted if a smaller font or reduction of copy to fit more words in the space provided is used.

Handwritten Copy – Only typewritten copy will be accepted. No exceptions will be made.

Signatures – Signatures are not required.

Deadline Date – For any given year, applications must be submitted no later than 1 December of the previous year.

Faxes – Faxes are not acceptable.

Scanning – Scanning of supporting documentation is acceptable.

E-mails – The application and supporting documentation should be emailed to: fellows@sre.org

Proper and Accurate Description of Contributions – A concise and accurate description of the technical contributions of the nominee is of paramount importance. Superfluous or exaggerated prose may detract from, rather than enhance, the nomination. Avoid undefined technical jargon. Use an acronym only if the full name has been spelled out previously.

Source of Nomination Data – The nominator is expected to be personally aware of the nominee's contributions. For confidential purposes, the necessary facts should be obtained from the nominee only if the complete and correct background information is not available elsewhere.

IMPORTANT: The nominator is the sole contact in the nomination process. Nominees should have no contact with SRE regarding their own nominations.



New Fellows Announcement – The newly elected SRE Fellows are announced at the January SRE National meeting. The SRE will notify all nominators and candidates of their success or lack thereof by e-mail, fax, and/or first class mail.

Fellow Designation – Individuals designated as a Fellow of the SRE by the Fellows Committee will retain Fellow status as long as his/her SRE dues are current. Lapsed Fellow members must reapply to regain their Fellow status.

Proposed Citation –

- The citation should be no more than 20 words.
- Avoid superfluous phrases.
- The citation should be complete, correct, and succinct.
- The citation may begin with the following words:
 - o For contributions to (in)...
 - o For developments in...
 - o For leadership of (in)...
 - o For discovery of...
- Use care when incorporating words like “discovery” and “invention”. Evidence of a discovery or invention must be included in the information provided.
- Citations should be free of reference to gender (“his” and “her”).
- Only in exceptional cases should the citation include the name of a particular country where the candidate’s work is especially recognized.
- Avoid references to specific companies or organizations.



SRE Fellow Grade Nomination Summary

This form to be submitted with appropriate supporting material as defined in the SRE Fellow Requirements Matrix.

1. CANDIDATE INFORMATION

Last (Family) Name	First	Middle	Prefix
--------------------	-------	--------	--------

Preferred Mailing Address: _____

City	State/Province	Zip/Postal Code	County
------	----------------	-----------------	--------

Telephone #	Fax#	E-mail
-------------	------	--------

2. EDUCATION

<u>Degrees</u>	<u>Year</u>	<u>Degree</u>	<u>Educational Institution/Location</u>
PhD			
Masters			
Bachelors/First Degree			
Other Relevant Education			

3. SUMMARY OF RELIABILITY RELATED EXPERIENCE.
Current position first. If necessary, cite only most recent positions.

From (year) to (year)	Name of Company/Organization	Position Held
-----------------------	------------------------------	---------------



4. PROPOSED CITATION (not more than 20 words)

5. NOMINATOR INFORMATION

Last (Family) Name	First	Middle	Prefix
<hr/>			

Preferred Mailing Address:

City	State/Province	Zip/Postal Code	County
<hr/>			

Telephone #	Fax#	E-mail	
<hr/>			

6. INDIVIDUALS CONTRIBUTIONS TO RELIABILITY

6a. Describe your relationship to the candidate and how you, PERSONALLY, became aware of the importance of his/her extraordinary accomplishments. **(Not more than 100 words total.)**



6b. Explain how the candidate has contributed to and attained distinction in Reliability-related disciplines. Identify specific attributes of the candidate's contributions that qualify him/her for elevation to Fellow. **(Not more than 750 words total, continuation sheet may be used if necessary.)**



5.8 Fellows of SRE

The following list designates a historic record of all who were selected for Fellow membership. The designation of Fellow of the SRE may only be used by any selected member whose status meets the requirements of section SRE 00-037-0808.

Charter SRE Fellows:

Stanley Ofsthun
Nick Balke
Scott Hosom
James Arsenault
Robert Nowacki
Terence Brady
Ken Eagle
Jack Baker
Hans Reiche
Wayne Harper
Zigmond Glichowski
Gerald Borie
George Tice
Chet Orłowski
Louie McAnany
John Hadel
Jan Rise
Dave Yates
Woody Rabon
George Chernowitz
Duane Cook
Pat Larter
Henry Cook
Robert Loomis

Additional SRE Fellows:

Joel Nachlas (2010)
Richard Cassady (2010)



6.0 SRE BOARD OF GOVERNORS

The SRE Board of Governors, as defined in Paragraph 8.1.2 of the SRE By-Laws, consists of the founding members of the SRE and the past SRE Board Presidents.

6.1 Founding Members (Board of Governors) (Mailing List)

- | | |
|---|---|
| <p>1. Mr. Stanley J. Antos
35 Cindy Drive
Williamsville, NY 14221
(716) 634-4633</p> | <p>2. Mr. Gerald B. Cohen
61 Halladay Lane
Tonawanda, NY 14150
(716) 838-0623</p> |
| <p>3. Mr. Everleigh B. Ehrmann
General Dynamics
Land Systems Division
25999 Lawrence Ave.
Centerline, MI, 48015
(313) 497-7772 Office
(313) 469-1525 Home</p> | <p>4. Mr. Neville E. Jacobs
10 Calypso Court
Baltimore, MD 21209-1004
(410) 653-4176</p> |
| <p>5. Mr. William F. Kean
18 Fox Lane
Medfield, MA 02052
(617) 359-4016</p> | <p>6. Mr. Robert A Nowacki
157 Shadow Wood Drive
East Amherst, NY 14051
(716) 689-2882</p> |
| <p>7. Mr. Jerry Rainbolt
GTE Government Systems
P.O. Box 7188
Mountain View, CA, 94039
(415) 966-3216 Office</p> | <p>8. Mr. Robert W. Tillotson
Magnavox Electronic Systems
Department 516
1313 Production Rd.
Ft. Wayne, IN, 46808
(219) 426-6000 Office
(219) 483-2722 Home</p> |
| <p>9. Mr. Leonard M. Usiak
Bell Aerospace Textron
6700 Plaza Drive
New Orleans, LA 70129
(504) 245-6690
(504) 254-0958</p> | |



6.2 Past Presidents (Board of Governors) (Mailing List)

- | | |
|--|--|
| <p>1. Mr. James E. Arsenault
284 Laird St.
Stittsville, Ontario
K2S 1N6 CANADA
(613) 836-4003</p> | <p>2. Mr. Jack R. Baker
514 Windemere Blvd
Amherst, NY 14226
(716) 834-6818</p> |
| <p>3. Mr. Wayne V. Harper
1602 Windsor Ridge Rd.
Westboro, MA 01581
(617) 366-2094</p> | <p>4. Mr. Zigmund J. Glichowski
44 Carpenter Ave.
Buffalo, NY 14223
(716) 834-0961 (home)</p> |
| <p>5. Mr. Gerald J. Borie
M/S 20
Litton Guidance & Control System
5500 Canoga Ave.
Woodland Hills, CA, 91367
(818) 712-7349 (office)</p> | <p>6. Mr. George D. Tice
9972 Marquam Circle
Malalla, OR, 97038</p> |
| <p>7. Mr. Chester J. Orlowski
318 Forbes Avenue
Tonawanda, NY 14150
(716) 692-2352</p> | <p>8. Mr. Louis B. McAnany
Canadair Inc.
P.O. Box 6087
Montreal, Quebec
H3C3G9 CANADA
(514) 744-1511 ext 1513 (office)
(514) 620-8773 (home)</p> |
| <p>9. Mr. John J. Hadel
McDonnell Aircraft Co.
MC 034 1300
P.O. Box 516
St. Louis, MO, 61366
(314) 233-0011 (office)
(314) 483-9128 (home)</p> | <p>10. Dr. Jan Rise
Ericsson Quality Institute
HF/LME/Q
S-12625 STOCKHOLM
+46 8 719 3227 Office
+46 758 16080 (home)</p> |
| <p>11. Mr. Lynwood Rabon
3412 Tipperary Drive
Merritt Island, FL 32953
(843) 662-9557</p> | <p>12. Mr. Duane Cook
AMSEL-RD-NV-LW-TE
7210 Lord Barton Drive
Fredericksburg VA 22407
(540) 548-0268 (home)
(703) 704-2871 (work)</p> |
| <p>13. Dr. Patrick C. Larter
5103 Constitution Avenue
Colorado Springs, CO 80915
(719) 570-0736
(719) 556-2571</p> | <p>14. Mr. Henry Cook
119 Sally Lane
Madison, AL 35758
(256) 325-2665</p> |



15 Dr. Robert Loomis
3865 Hidden Hills Dr
Titusville, FL 32796
(321) 412-1617



APPENDIX A. SRE DOCUMENT / FORM NUMBERING SCHEME***Purpose:***

To ensure consistency and commonality in the assignment of identification numbers to SRE documentation.

Format Example:

The document number: *SRE 00-002-0004* is broken down as follows:

0	0	0	0	2	0	0	0	4
Chapter Number	Document Number			Year	Month			

Rationale:

1. The chapter number (first two digits) is the identification assigned to your chapter at the time that its charter was issued. The inclusion of this number as part of the overall document number allows each chapter to assign its own numbers without coordination with other chapters. Since “zero” is the chapter number for the BOD, the example shown is for a BOD document.
2. The next three digits are the actual document number. It is suggested that these numbers be assigned sequentially with no special meaning. The example number (00-002-8705) is the number for the SRE By-Laws that was the second document issued by the BOD.
3. The sixth and seventh digits are the year that the document was generated and the eighth and ninth digits are the month that the document was generated. Revisions to the document should be tracked in the document but the overall document number should remain as initially assigned.



APPENDIX B. SRE DOCUMENTS AND FORMS

This section identifies all the various official SRE documents. It identifies documents that describe formal chapter responsibilities, documents providing guidelines for various SRE awards. Many of the documents listed below may be found as subsequent appendices in this Operations Manual, imbedded in the body of the Operations Manual (awards criteria, etc.), or on the web at www.sre.org. Documents that have a strike through are either obsolete or have been incorporated into the body of the Operations Manual.

B.1 Identification of SRE Documents

Number	Title	Location
SRE 00-000-0101	SRE Documents and Forms Index	
SRE 00-001-0004	SRE Constitution.....	On Web
SRE 00-002-0004	SRE By-Laws.....	On Web
SRE 00-003-0101	SRE Membership Certificate	On Web
SRE 00-004-0000	SRE Membership Card	On Web
SRE 00-005-0101	SRE Membership Application Form.....	Ops Man.
SRE 00-006-0101	“Why Should You Join the SRE?” Brochure.....	Ops Man.
SRE 00-007-0001	Standard SRE Information Brochure	N/A
SRE 00-008-0101	SRE Letterhead	Ops Man.
SRE 00-010-9104	SRE Newsletter	Ops Man.
SRE 00-011-0101	SRE Certificate of Recognition.....	Web
SRE 00-012-0101	SRE Certificate of Excellence	Web
SRE 00-013-0101	Guidelines for SRE Awards	Sect. 9
SRE 00-014-9104	SRE Certificate of Recognition Criteria	Sect. 9
SRE 00-015-9104	SRE Certificate of Excellence Criteria	Sect. 9
SRE 00-016-0101	New Chapter Formation.....	Ops Man.
SRE 00-017-9104	Potential Member Survey.....	Ops Man.
SRE 00-018-8707	Sample, Chapter By-Laws	Ops Man.
SRE 00-019-0101	Chapter Charter	Web
SRE 00-021-0101	Roster of SRE Officers	Ops Man.
SRE 00-022-0101	Intro Letter – BOD Sec. to Chapter Sec.....	Ops Man.
SRE 00-023-0101	Intro Letter – BOD Pres. to Chapter Pres.	Ops Man.
SRE 00-024-0101	Intro Letter – BOD Treas. to Chapter Treas.	Ops Man.
SRE 00-025-0101	Membership Renewal Letter.....	Ops Man.
SRE 00-026-0101	Membership Expiration Letter	Ops Man.
SRE 00-027-0101	SRE BOD Schedule of Activities	Ops Man.
SRE 00-028-0101	Membership List Distribution Letter	Ops Man.
SRE 00-029-0101	Proxy Authorization Form	Ops Man.
SRE 00-030-0101	Stan Ofsthun Certificate.....	Sect. 9
SRE 00-031-0101	Criteria for SRE BOD Stan Ofsthun Award	Sect. 9
SRE 00-032-0101	Certificate of Appreciation	Web
SRE 00-033-9107	Criteria for SRE Certificate of Appreciation	Sect. 9
SRE 00-034-0101	Training Completion Certificate	Sect. 9



SRE 00-035-9107	Criteria for SRE Training Completion Cert.....	Sect. 9
SRE 00-036-0101	Transmittal Form to Submit Technical Paper for Consideration of Stan Ofsthun Award	Ops Man.
SRE 00-037-0808	Guidelines for SRE Fellow Selection and Designation	Ops Man. and Web
SRE 00-038-0808	SRE Fellow Criteria and Application	Ops Man. and Web
SRE 00-039-0812	Lecturer Agreement Letter	Sect. 7
SRE 00-040-0812	Lecturer Confirmation Letter	Sect. 7
SRE 00-041-0812	Course Announcement	Sect. 7
SRE 00-042-0812	General Course Publicity	Sect. 7
SRE 00-043-0812	Military & Government Course Announcement	Sect. 7
SRE 00-044-0812	Course Critique	Sect. 7



APPENDIX C. MEMBERSHIP MATERIALS

SOCIETY OF RELIABILITY ENGINEERS

Application for Membership
(Please print or type information)

I would like to apply for SRE membership.

Name (Last, First, MI)

Company / Organization Affiliation

Company / Organization Address

Department

Mail code

City

State

Zip

Home Address

City

State

Zip

() _____
Daytime Phone Number

E-mail Address

Signature

Date

Please include a check for \$() U.S. funds made out to the *Society of Reliability Engineers*

Mail to:

SOCIETY OF RELIABILITY ENGINEERS
C/O Alfred M. Stevens
200 Cordoba Court
Merritt Island, FL 32953



SRE 00-006-0101

Why Should You Join the Society of Reliability Engineers?

Let's start with basics. We are not expensive. Basic dues are presently \$5.00 per year. Dues for most professional societies are in excess of \$100.00. To be frank, you will not receive a glossy monthly magazine. Our newsletter is semi-annual (it's not our primary means of communication with our members) – Just the thoughts of some of the best reliability experts in the world. The subject matter ranges from new state-of-the-art concepts to personal experience with “real life” problems. If you live within commuting distance, the local chapter meetings are lively, informal, and thought-provoking. Our speakers are not imported at great expense. You, yourself, run the risk of being asked to speak. There are various SRE Symposia each year in the United States, Canada, and Scandinavia. We sponsor other symposia such as the annual Reliability and Maintainability Symposium (RAMS).

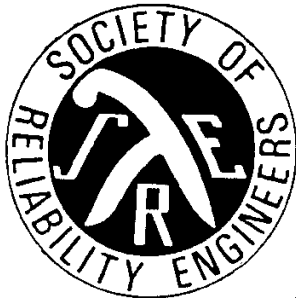
Another important reason is the highly specialized nature of Reliability Engineering. If all the Reliability Engineers in the world joined the SRE, we would still be a small society. In many companies the Reliability Engineer is a “one-man organization”. As a result, “peer contact is extremely difficult”. In the SRE, you will quickly become acquainted on a first person basis with Reliability Engineers from all over the nation – and beyond. Presently, the total international membership is about 500 people. Thus, when you have a problem, the SRE approach is to put you in direct contact with someone who has already faced that same problem – as opposed to handing you a pile of dusty abstracts. The result is not just contacts, but genuine comradeship in a community of individuals who are deeply involved in the same kind of activity.

The SRE has consistently resisted the temptation to become “diversified.” Although many of our members are heavily involved in other disciplines, our objective is to provide in-depth support of reliability-specific activities. This approach more effectively supports the other disciplines in that we serve as a clear focal point for information and data on reliability aspects of those disciplines. This should not be construed as meaning that we do not want members who are not Reliability Engineers. Nothing could be further from the truth. We want and need the cross-fertilization that comes from non-reliability members, and they, in turn, benefit from having a full two-way interchange of ideas and information with Reliability professionals.

Let's assume you are now considering joining us. What else could be causing you to delay? The money? We cannot seriously believe that this by itself is the problem. Too much of your time? We have no assigned activities for our members. In the long run, your degree of participation is up to you. Uncertainty about eligibility? The SRE Constitution has no membership restrictions with regard to either education or experience. Its only requirement is that the prospective member have a sincere desire to advance his knowledge in the field of reliability. Commuting distance? We have European members in North American chapters. Even without attending chapters meetings, there are obvious benefits from the association. Initial red tape? All you have to do is to fill out an application form, make out a check payable to the “Society of Reliability Engineers”, and mail them. Your membership card and certificate will be returned by mail. Further contact will be by telephone and e-mail with fliers informing you of local and international activities.



APPENDIX D. LOGO



Society of Reliability Engineers



APPENDIX E. LAMBDA NOTES

The following outline has been approved by the Board of Directors for the *Lambda Notes*. The only sections of the outline to be included in each issue of the *Lambda Notes* are those having information to publish.

<i>Lambda Notes Outline</i>			
1.0	General Information	2.3	Standardization News
1.1	Presentation of SRE	2.4	Software News
1.2	<i>Lambda Notes</i> Editor/ Editorial Board	2.5	Publication News
1.3	Executive Officers	2.5.1	Stan Ofsthun Award Paper
1.4	Chapters and Chapter Representatives	2.5.2	New Books
1.5	Formalities regarding Lambda Notes	2.5.3	New Journals
1.5.1	Copyright Status	2.5.4	Dissertations
1.5.2	Subscription	2.6	Conference News
1.5.3	Advertising Rates	2.6.1	RAMS
2.0	News	2.6.2	Call for Papers
2.1	Society Business	2.6.3	Schedule of Events
2.1.1	Stan Ofsthun Award	2.7	Personal News
2.1.1.1	Application Announcements	2.7.1	Promotions
2.1.1.2	Presentation of Winner	2.7.2	Awards
2.1.2	Excerpt from SRE BOD Minutes	2.7.3	Retirements
2.1.3	Committee Reports	2.7.4	Obituaries
2.1.4	SRE Education Fund Information	2.8	Employment Opportunities
2.2	Chapter News	2.9	Letters to the Editor
2.2.1	Local Conferences and Workshops		
2.2.2	Membership Statistics		



APPENDIX F. CHAPTER / NEW MEMBERS**Representative New Chapter Formation Form Letter
SOCIETY OF RELIABILITY ENGINEERS**

Date

Dear Mr./Ms. _____:

We are very pleased to learn of your interest in forming a chapter of the Society of Reliability Engineers (SRE) in your area. In order to aid you in this endeavor, we have enclosed some material that may prove useful. These are:

1. Copy of the SRE Constitution.
2. Copy of the SRE By-Laws.
3. Why you should join (Information Sheet).
4. Application form.
5. New chapter survey form.
6. Sample format for Chapter By-Laws.

The following is a summary of the requirements for formation of a new SRE chapter:

1. Ten or more initial members (application forms must be submitted to the SRE Board of Directors [BOD] for new members).
2. Submittal to the SRE BOD of the proposed Chapter By-Laws.
3. Identification (names, addresses, and phone numbers) of the chapter.
4. President, Vice President, Secretary, Treasurer, and Chapter Representative to the SRE Executive BOD, in accordance with the proposed Chapter By-Laws.
5. A charter fee of \$100.00 (U.S.) payable to the *Society of Reliability Engineers*.
6. The above five requirements are to be submitted, in one package, to the SRE Executive BOD at the following address:

Society of Reliability Engineers
c/o Alfred M. Stevens
200 Cordoba Court
Merritt Island, FL 32953

The annual per member fee paid to the SRE Treasury by each chapter is \$5.00 (U.S.). Each chapter may set its membership fee in accordance with its own obligations. Newly formed chapters shall have \$3.00 (U.S.) of the member fee waived for the first two operating years to allow the chapter to build a financial base. The SRE operating year runs from January 1 to December 31. The first year waived will be the operating year in which the chapter is formed.



Since voting on the SRE Executive BOD is pro-rated on the basis of paid membership, newly formed chapters must send the Executive BOD a statement of the names and addresses of all paid members. It is acceptable to utilize initial membership fees to pay the SRE chapter charter one-time fee of \$100.00 (U.S.), which will be refunded if for any reason the chapter application is rejected by the SRE Executive BOD.

For your consideration, a sample format for Chapter By-Laws has been included. This format is not mandatory (the SRE Executive BOD does not dictate to the local chapters), but it is a good workable set of By-Laws. If you wish to use it as is, simply fill in your chapter name wherever applicable, and include it with your application package. If you decide to write your own Chapter By-Laws from scratch, ensure that they don't conflict with the SRE Constitution and SRE By-Laws that are enclosed for reference. The By-Laws must also cover most of the points made by the sample format, since these points are the criteria for approval of your Chapter By-Laws.

Upon approval of your chapter's application, you will be issued a chapter charter, and SRE banner, SRE Operations Manual, and initial supply of SRE forms, membership certificates, and membership cards for each of your members.

We look forward to hearing from you in the near future.

Sincerely,

President, Society of Reliability Engineers



REPRESENTATIVE POTENTIAL MEMBER SURVEY

SOCIETY OF RELIABILITY ENGINEERS

Survey of Potential Members

Dear Potential Member;

On behalf of the Society of Reliability Engineers, I would like to inform you of our intention to form a chapter in your local area. To effect the planning, we would sincerely appreciate it if you would complete and return the attached questionnaire to the undersigned as soon as possible. In addition, I have enclosed a membership application for those who wish to join now.

Depending on the response to this letter, we may have the inaugural meeting and nominate our executives within the next few months. I will get in touch with you concerning this meeting at a later time. Your cooperation and prompt action will give birth to a new chapter of the Society of Reliability Engineers.

Survey for a New Chapter, Society of Reliability Engineers

YOUR NAME: _____

MAILING ADDRESS: _____

TELEPHONE: (office): _____ (home): _____

1. Will you support the formation of an SRE chapter in your area?

YES _____ NO _____

2. If Yes, will you join as a member?

YES _____ NO _____

3. Would you like to be on the Executive Committee?

YES _____ NO _____

4. When is your best day/time for a meeting?

DAY _____ TIME _____

SUGGESTIONS:

Please forward this questionnaire (and membership form) to:
Society of Reliability Engineers
C/O Alfred M. Stevens
200 Cordoba Court
Merritt Island, FL 32953



REPRESENTATIVE NEW CHAPTER BY-LAWS

SOCIETY OF RELIABILITY ENGINEERS

By-Laws () Chapter

1. GENERAL:

These By-Laws provide detailed guidance for the supervision and management of () Chapter – SRE affairs, in accordance with the SRE constitution. Amendments to these By-Laws shall be made by a majority vote of the chapter members. Changes may also be requested by chapter members by submitting a petition to the chapter President signed by a majority of the members of the chapter.

2. MEMBERSHIP:

Any person who meets the qualifications required in Article 11, Section 1, of the SRE Constitution may apply for membership by completing an application form and submitting it to the Membership Committee of any chapter. If the applicant is accepted, the applicant shall become a member by paying the fee specified in the SRE By-Laws.

3. ORDER OF PRECEDENCE:

In the event of conflict between the requirements of these By-Laws and the SRE Constitution and/or SRE By-Laws, the SRE requirements shall take precedence.

4. CHAPTER FUNDS:

The chapter may raise funds as specified in Article VII of the SRE Constitution.

4.1 The annual membership fee shall be as specified by the SRE By-Laws.

4.2 The funds of the chapter shall be maintained in a bank account in the name of the chapter. The establishment and maintenance of the bank account shall be the responsibility of the chapter Treasurer, and shall be managed for the best interest of the chapter. All disbursements from the account shall be made by the chapter Treasurer, but all expenditures must be approved by the chapter President. A financial report shall be made to the membership at each chapter meeting, and an annual statement shall be published.

4.3 The chapter’s financial records shall be subjected to an annual audit by the chapter President, Vice President, and Secretary as well as the SRE Audit Committee.

5. RULES OF CONDUCT:

Roberts’ Rules of Order (revised) shall govern the conduct of chapter meetings on all matters not otherwise specified in these By-Laws or the SRE Constitution and/or SRE By-Laws.

6. DUTIES OF CHAPTER OFFICERS:

6.1 PRESIDENT:

The President shall be the principal Executive Officer of the Chapter. The President shall:

1. Uphold the Articles of the SRE Constitution and By-Laws.
2. Have general supervision of chapter affairs.
3. Appoint and retire committees as required to perform the functions of the chapter.



4. Establish the order of business and preside at chapter meetings.
5. Speak for the chapter on all matters not specifically delegated to others.
6. Have other powers and perform such other duties as may be delegated by the vote of the membership.

6.2 VICE PRESIDENT:

The Vice President shall be the second officer of the chapter. The Vice President shall:

1. Perform the functions of the President whenever that officer is absent.
2. Complete the term of the President upon the resignation or other permanent loss of that officer.

6.3 SECRETARY:

The Secretary shall:

1. Record the minutes of the chapter meetings and provide copies to the other officers.
2. Notify chapter members of special meetings and agenda 14 days prior to the date of the meeting.
3. Maintain a current membership list for the chapter.
4. Send a membership list to the SRE Secretary

6.4 TREASURER:

The Treasurer shall:

1. Be responsible for the collection, maintenance, and disbursement of all chapter monies subject to the approval of the chapter President.
2. Provide an annual report of the outstanding debits and credits of the chapter, and other financial statements to the chapter membership and to the SRE BOD Treasurer.
3. Carry out all financial operations of the chapter as may be prescribed by the chapter President.
4. File statements with the pertinent Government agencies regarding the tax status of the chapter.
5. Send an annual financial report to the SRE Treasurer.

7. CHAPTER BUSINESS:

- 7.1 The chapter President shall conduct chapter business and administrative affairs.
- 7.2 If any chapter member cannot be present at a chapter meeting, a vote may be cast on any item on the agenda by mail.
- 7.3 When not feasible to call a meeting of the chapter membership to conduct chapter business between meetings, mail ballots may be used to poll the members of the chapter. Article IV, Section 9, of the SRE Constitution shall be complied with in any mail ballot.



8. SPECIAL COMMITTEES:

Special committees may be organized on a temporary basis to cover specific areas of the field of interest of the SRE. The committee leader shall be appointed by the chapter President.

9. OPERATING YEAR:

For purposes of membership dues, the operating or program year shall run from January 1 to December 31.

10. ELECTIONS:

- 10.1 Chapter elections shall be scheduled so that officers are elected prior to July 1. The term of office shall run from September 1 to August 31 of the following year.
- 10.2 The President, Vice President, Secretary, and Treasurer shall be selected from within the chapter membership.
- 10.3 A ballot shall be sent to each bona-fide member. This ballot shall contain the names of all candidates with provision for a separate vote for each officer.
- 10.4 A simple plurality of the votes cast for each officer shall constitute election to that office.



FORMAT FOR SRE ROSTER

Chapter

Roster of SRE Officers for 20____ to 20____

PRESIDENT:

(Name)
(Mail Address)
(E-Mail Address)
(Day Phone)
(Evening Phone)

VICE-PRESIDENT:

(Name)
(Mail Address)
(E-Mail Address)
(Day Phone)
(Evening Phone)

SECRETARY:

(Name)
(Mail Address)
(E-Mail Address)
(Day Phone)
(Evening Phone)

TREASURER:

(Name)
(Mail Address)
(E-Mail Address)
(Day Phone)
(Evening Phone)

SRE BOARD OF DIRECTORS REP.:

(Name)
(Mail Address)
(E-Mail Address)
(Day Phone)
(Evening Phone)



REPRESENTATIVE WELCOME LETTER – NEW CHAPTER SECRETARY**SOCIETY OF RELIABILITY ENGINEERS**

(Insert Sender's Address and Contact Information)

To: SRE Chapter Secretary

Greetings,

Congratulations on your election as an SRE chapter Secretary. I know you want to do a good job, and the SRE Board of Directors (BOD) wants to help you and your chapter as much as possible. To do this, good communications are essential. Accordingly, we are enclosing a "Roster of SRE Officers" that reflects our current knowledge about the officers of your SRE chapter. Also enclosed is a blank roster that we would like you to fill out to update us on your chapter's new officers. We need this information almost immediately so that the SRE officers can start sending important operating information to their counterparts in your chapter. As soon as all chapters have responded (please, please – **by September 1st at the latest!**), I will send you the updated version of this roster.

A few additional comments: Whenever we (the BOD) request information from you (as we are doing here), we make every effort to make your response as easy and painless as possible (e.g., the blank roster format). We honestly try to ask you for nothing more than we absolutely need to do our job! We know you are a volunteer with a very limited amount of time available for SRE affairs. In return, all we ask for is a timely response because if just one chapter is late with its response, we are stymied. For example: in this case we cannot send out a complete updated roster, we do not know where to send the next International Newsletter; we do not even know all of our own board members! *Therefore, we earnestly suggest that you respond to requests such as this one immediately.* At worst, a few phone calls and you have the information we need. Please do not bother to have it typed – handwritten is fine with us. This way it is out of your hair and off your desk, and the entire SRE calendar stays on schedule (*it really is that important!*).

Finally, I would like to extend an open invitation to you to attend any or all SRE board meetings. Your chapter's BOD Representative will be informed of the exact time and place (perhaps you could travel with him). The annual BOD meeting is usually held at the annual Reliability and Maintainability Symposium (RAMS). If you attend the RAMS, we invite you to also come to the Board meeting.

Sincerely yours,

SRE Secretary



REPRESENTATIVE WELCOME LETTER- NEW CHAPTER PRESIDENT**SOCIETY OF RELIABILITY ENGINEERS**

(Insert Sender's Address and Contact Information)

TO: SRE Chapter President

Greetings,

As SRE President, I would like to congratulate you on your election as the President of your chapter. I know you want to do a good job, and we of the SRE Executive Board of Directors (BOD) want to help you as much as possible. To this end, I will be sending you some material with suggestions that may be of help in performing your job. Please note that these are NOT "directives" – Neither I nor the Executive BOD have that authority. Nevertheless, I recommend that you carefully consider them since they are usually based on various other Presidents' bad experiences.

The first of these suggestions is to *delegate WIDELY*. This serves two purposes. Every SRE member joined on a voluntary basis. Delegating tasks to a lot of different members ensures their involvement. Delegating to just a few (e.g., you and/or your chapter officers) ensures overload since the hard fact is that the SRE cannot take more than a small part of our time.

The second major suggestion is "*check – do not direct.*" As the "manager" of an organization of voluntary members, you have no authority to make anybody do anything! All you can really do is to ask a member to do something and keep checking to see if it's done.

Here is an example of how this works. By now, the SRE Secretary should have sent your chapter's Secretary a letter requesting the names, addresses, phone numbers, and e-mail addresses for all of your chapter's officers. This letter is now informing you of that request and asking you to see that this is done. If you inform me that your chapter Secretary did not receive that letter, then this is my check on the SRE Secretary. If no response has been received by September 1st, the SRE Secretary would inform the Executive BOD that he was unable to update the roster because of this missing data. The Board, in turn, could ask your chapter's Board Representative to check on the status for this request. The bottom line on all of this is – if your chapter's Secretary continues to fail to respond to these requests, there is little I can actually do about it. This is the situation that you and I (and any other SRE officer) have to accommodate.

I should point out that most situations of this sort in our organization (the SRE) do not result from deliberate opposition, but rather from simple procrastination. The individual is a volunteer, which probably means he does plan to respond to the request but again, we are low on his list of priorities. Under these circumstances, a series of repeated (but always polite) checks will produce results.

If nothing else, I hope that the previous comments convey the idea that we on the Executive BOD are aware of some problems that you face and are prepared to be patient while you resolve them.



On a more positive note, I would like to extend an open invitation to you to attend any or all meetings of the Executive BOD. Your chapter's BOD Representative will be informed of the exact time and place (perhaps you could travel with him). The annual Board meeting is usually held in conjunction with the annual Reliability and Maintainability Symposium (RAMS). I look forward to talking with you soon.

Sincerely yours,

SRE President



REPRESENTATIVE WELCOME LETTER – NEW CHAPTER TREASURER**SOCIETY OF RELIABILITY ENGINEERS**

(Insert Sender's Address and Contact Information)

TO: SRE Chapter Treasurer

Greetings,

As you are probably aware, November is the month for renewal of SRE memberships. It has been our experience that it takes quite a bit of time to contact (and get responses from) all members. Accordingly, we on the SRE Executive Board of Directors (BOD) suggest that you start your membership renewal campaign now. If you do not have a form of your own, the enclosed membership renewal letter (SRE 00-0025) is usually fairly effective in generating a response from the majority of a chapter's membership.

Our experience is that you will get 90–95% of all the responses (without further prodding) in the first week, the rest in the second week and after that – zilch! Thus, two weeks after the mailing, you will know the size of the response. Nevertheless, it is probably a mistake to start a follow-up campaign at that point in time (you seem “pushy” and they do not feel guilty enough yet). If you can stand the suspense, we suggest that Wait until December 1st and then send out a membership renewal follow-up letter (e.g., SRE 00-0026). Again, after a week, you will have essentially all the responses you will get from this second letter. After that, personally contact the remaining non-respondents.

In any event, on December 15, **CLOSE THE BOOK!** You have made every reasonable effort; and if an individual has not responded by now, you are probably wasting your time in any further efforts to persuade him. Also, beware of “Joe Good-Intentions.” This is the guy who told you that he definitely will renew – but, for any one of a thousand reasons – has not sent his money in by December 1st. You could grow old and gray waiting for this guy! Drop him (and anyone else who has not actually sent you their dues), and blame it on that “mean SRE Treasurer who imposed an arbitrary deadline on you”! Seriously, waiting for him will only cause you to miss the date for input to the SRE Executive BOD, and – if he is serious – the shock of being dropped from SRE membership may galvanize him into action. You can always add new members later, but for budget and official membership list purposes, the SRE Executive BOD needs a clear “snapshot” of the membership status as of December 31st.

The next week gives you time to compile an official membership list for your chapter. An official member is one who paid his dues to you. Write a check that includes \$5.00 for each member payable to “Society of Reliability Engineers”. New chapters will receive a rebate of \$3.00 per member from the SRE for the first two years but we still need the membership list. Mail your check to me (the SRE Treasurer) and your membership list to the SRE Secretary by JANUARY 1st at the very latest!



What is so magic about January 1st? - I am glad you asked that question! That gives the Executive BOD about three weeks to:

1. Compile a total SRE membership list.
2. Include all dues in an SRE Financial Report.
3. Generate the coming year's budget based on these dues.

All of the above must be included in the agenda for the January meeting of the Executive BOD.

What happens if we do slip? First of all, your official chapter membership drops to zero (all memberships have expired) and therefore your Board Representative will have no vote. The second major problem is that your members' names will not be on the official SRE membership list. Thus, the member will not receive registration discount for his attendance at the annual Reliability and Maintainability Symposium (RAMS). The third major problem is that the SRE Financial Report is automatically incomplete. The SRE Executive BOD only meets once a year. Finally, the last major problem is that the attempt to generate next year's budget is totally clobbered! If we do not know how much dues we have coming from you, we do not know how much we can (or should) spend.

All of these problems can be avoided by two simple actions on your part:

1. Determine membership status on December 15th.
2. Mail that membership list and associated dues to the SRE Secretary/Treasurer by January 1st.

Once this is done, you will not have to make any further inputs to the SRE BOD before next year.

Sincerely yours,

SRE Treasurer

Professional Growth through the Advancement of the Reliability Art



REPRESENTATIVE MEMBERSHIP RENEWAL LETTER
SOCIETY OF RELIABILITY ENGINEERS

SUBJECT: *Membership Renewal*

Dear SRE Member,

December is the month for renewing your SRE membership that expires on December 31st. Enclosed, for your convenience, is a membership renewal form. If your address and/or phone number has changed, it is important that we get this information so that we can ensure that we keep you informed of all SRE activities.

We hope you have been satisfied with the SRE's performance during the previous year. If not, please remember that we are a voluntary organization. We do not have a single paid employee, so we cannot FORCE anyone to do ANYTHING! If you know of an area in which we are deficient, we want you to tell us, but – at the same time – we urge you to think about how you, personally, can help us to solve this problem. Think for a minute what you chapter officers are already committed to: compiling membership lists, generating and mailing fliers, arranging meetings, preparing financial reports (for Chapter and Board of Directors), preparing and distributing newsletter, etc.

Assume that you truly cannot give us any more of your time than you already have. If nothing else, we need your financial support. But consider the benefits to yourself! SRE membership is a definite asset to your resume. You get four SRE newsletters per year, which can be expected to grow in quality. The registration discounts at the annual Reliability and Maintainability Symposium (RAMS) and other symposiums are substantial. There are the local chapter meetings and other reliability information. The dues are tax-deductible. In comparison to other professional societies, the SRE is quite a bargain.

One last point – Membership renewal is the type of thing that is very easy to postpone. You fully intend to do it, but it is low priority compared to other things. Since it is on your mind now, why not do it right now and get it out of the way? A couple of minutes' effort and a check to the "Society of Reliability Engineers" and you have gotten a bothersome little task out of the way and – at the same time – helped your Society avoid the effort and expense of an unnecessary follow up. It is a small thing to you but it is a big help to us. I look forward to hearing from you soon.

Sincerely,

SRE Treasurer
(Chapter)



REPRESENTATIVE MEMBERSHIP RENEWAL FOLLOW UP LETTER
SOCIETY OF RELIABILITY ENGINEERS

SUBJECT: *SRE Membership Expiration*

Dear Friend,

In November, I sent you a letter requesting that you renew your SRE membership. It is now well into December and – officially – your membership will expire on December 31. Nevertheless, I have not yet taken your name off the membership list hoping for a late response from you. I am well aware of how easy it is to unintentionally forget something like this. However, I am now faced with a problem. The SRE Board of Directors (BOD) has imposed a deadline on me for submittal of an official membership list for our chapter. The only names allowed on this list are those for which I have actually received dues. I really want to keep you on our list because we value you as a member; but unless I hear from you quickly, I will have to declare your membership expired. If I were to withhold the submission of this list to the SRE Board of Directors to wait for your response, the official effect would be the expiration of our chapter's charter, which I obviously should not let happen.

In case you have misplaced the membership renewal form, I have enclosed another. I urge you to fill it out immediately and send it (along with a check made out to the "SOCIETY OF RELIABILITY ENGINEERS") to me. I must receive it by December 15th at the very latest in order to include you as an official member of our chapter.

If you have already sent your renewal form in, please contact me so that we can straighten things out because I have not received it. In either case, I need to hear from you as soon as possible.

Sincerely,

SRE Treasurer
(Chapter)



Representative New Chapter Schedule of Activities

Date	Member	Action Required
January 1	Chapter Pres.	Ensure chapter rep mails local chapter proxy to SRE President
January 1	Chapter Sec.	Prepare membership list and send to SRE Secretary
January 1	Chapter Treas.	Send dues to SRE Treasurer
January 1	SRE Treas.	Prepare SRE financial report
January 10 (even-numbered years)	Elections Com.	Verify and tally ballots
January 15	SRE Editor	Mail December SRE Newsletter
January 15	SRE Sec.	Prepare and send SRE membership list
January 15	SRE Sec.	Send SRE membership list to RAMS and to chapters
Jan. (at RAMS)	SRE Board Mem.	SRE Board meeting
Jan. (at RAMS)	SRE Pres.	Preside at SRE Board meeting
Jan. (at RAMS)	SRE Pres.	Appoint audit committee
Jan. (at RAMS)	SRE Treas.	Present SRE financial report
Jan. (at RAMS)	SRE Treas.	Present SRE annual budget
Jan. (at RAMS)	SRE Sec.	Record BOD meeting minutes
Jan. (at RAMS) (even-numbered years)	SRE Pres.	New officers are introduced
Jan. (at RAMS)	Awards Com.	Solicit award submissions
Jan. (at RAMS)	Awards Com.	Announce award recipients
Jan. (at RAMS) (odd-numbered years)	SRE Vice Pres.	Initiate review of SRE OPS Manual
Jan. (at RAMS)	SRE Vice Pres.	Initiate membership drive for calendar year
February 15	SRE Sec.	Distribute Jan BOD minutes to each chapter
March 15	SRE Sec.	Send membership list to SRE chapters
March 31	Chapter Sec.	Mail annual report of SRE activities to SRE Secretary
March 31	Chapter Pres.	Communicate Jan BOD minutes to chapter membership
March 31	Chapter Treas.	Submit chapter financial report to SRE Treasurer for audit
April 1	Chapter Pres.	Solicit nominees for local elections
April 30	Awards Com.	Receive award submissions
May 15	Chapter Pres.	Provide input to June SRE Newsletter
May 15	Chapter Sec.	Mail chapter input to June SRE Newsletter
June 2–14	SRE Editor	Prepare June SRE Newsletter
June 15	SRE Editor	June SRE Newsletter to printer
NLT June 30	Chapter Sec.	Mail chapter ballot to all chapter members



Date	Member	Action Required
July 15	SRE Editor	Mail June SRE Newsletter
July 15 (every 2nd year)	Chapter Pres.	Appt. BOD representative
July 31	Chapter Sec.	List of chapter officers to SRE Secretary
July 31	SRE Sec.	Receipt of all chapter officers
NLT July 1	Chapter Pres.	Hold chapter elections
August 15 (odd-numbered years)	SRE Vice Pres.	Publish revised Ops Manual
August 31	SRE Treas.	Submit Audit Report to SRE President
August 31	SRE Sec.	Prepare list of all chapter officers
August	Audit Com.	Audit the financial records of the SRE and SRE Chapters.
August 31	Audit Com.	Submit Audit report to SRE BOD
September 30 (odd-numbered years)	SRE Pres.	Appoint election committee
September 30 (odd-numbered years)	Elections Com.	Submit nominations for SRE officers
September 30	Awards Com.	Evaluate and recommend award recipients to BOD
October 1-15	Chapter Treas.	Mailing membership renewal notices
October 31 (odd-numbered years)	Elections Com.	Submit nominations for SRE officers to SRE Secretary
October 31 (odd-numbered years)	SRE Sec.	Nominations are received from elections Committee
November 15	Chapter Pres.	Provide input to Dec. SRE Newsletter
November 15	SRE Pres.	Mail agenda and proxy to each chapter rep for January BOD Meeting
November 15	Chapter Sec.	Mail chapter input to December Newsletter
November 30 (odd-numbered years)	SRE Sec.	Election ballots are sent to each chapter
December 1	Chapter Pres.	Coordinate on January BOD meeting agenda, proxy, and ballot
December 2-14	SRE Editor	Prepare December SRE Newsletter
December 15	Chapter Treas.	Mailing of membership expiration notice
December 15	Chapter Treas.	Membership list/dues cutoff
December 15	SRE Editor	Dec. SRE Newsletter to printer
December 31 (odd-numbered years)	SRE Sec.	Ensure receipt of election ballots from all Chapters
December 31	SRE Pres.	Ensure receipt of all proxies from local Chapters
December 31	Chapter Treas.	Membership list/dues cutoff



SRE 00-028-0101

REPRESENTATIVE ROSTER LETTER
SOCIETY OF RELIABILITY ENGINEERS
(Insert Sender's Address and Contact Information)

Dear SRE Officer,

Enclosed is a listing of the SRE's roster of your chapter's membership. It is requested that you review it carefully and report any discrepancies to the undersigned. It is especially important that information on officers (indicated by P, V, S, T, R) be correct and up-to-date since we base our communications on this list. The information on other members is also needed to:

1. Meet constitutional requirements of SRE Board voting and constitutional amendments.
2. Allow for SRE BOD mailings to the membership.
3. Allow the treasurer to issue accurate financial reports.
4. Collect demographic statistics on our membership.

The SRE Executive Board of Directors (BOD) is keenly aware of the sensitive nature of these data. I can assure you that it is board policy not to release this information to commercial mailing list companies or – for that matter – to any activity that is not directly sponsored by the SRE.

In order to pass on this information to the SRE Executive BOD, I would appreciate hearing from you within two weeks of receipt of this letter. Even if the information is correct, would you please write (or call) me to that effect? As changes occur in the future, I would appreciate a call so that I can update the list.

In the past, we have had instances of SRE members who were refused membership discounts at the annual Reliability and Maintainability Symposium (RAMS) because their names were not on the list.

I very much appreciate your cooperation because, as you might suspect from your own chapter experience, maintaining an up-to-date list of all SRE members is difficult to do on a voluntary basis; but if we work together to keep on top of it, we can keep the effort involved to a minimum.

Sincerely,

SRE Secretary



REPRESENTATIVE PROXY LETTER
SOCIETY OF RELIABILITY ENGINEERS
(Insert Sender’s Address and Contact Information)

Proxy Authorization

To: SRE Chapter Representatives

Subject: SRE Executive Board of Directors (BOD) Meeting on:

Directions: Please sign and return this form to the SRE President (even if you plan to attend the meeting), so that if unforeseen circumstances prevent your attendance, a legal quorum will still be available to conduct limited business (per your wishes as indicated below).

I plan to attend the BOD meeting: ____ YES, ____ NO, ____ Uncertain

If I am not present for the BOD meeting, the highest ranking Executive Officer will act as the chapter proxy unless the proxy is otherwise assigned as indicated below:

Other:____ Please indicate your preference by placing an “X” in the space provided. The “Highest Ranking Executive Officer” will be determined by the following order:
#1: President; #2: Vice-President; #3: Secretary; #4: Treasurer.

I wish my vote to be cast as follows: (default is “per proxy’s discretion” if no choice is indicated)

Agenda Item No.	YES	NO	Per Proxy’s Discretion	Abstain
(these items will be filled in when the agenda is known.)				

NOTE: This proxy will be superseded by any other with a later date.

_____	_____	_____
Chapter Represented	Signature	Date

Please send this proxy to the SRE President, at the following address:



APPENDIX G. POTENTIAL SPEAKERS / TOPICS FOR SRE CHAPTER MEETINGS

1. Reliability Films
2. Local Electric Utility Company
3. Telephone Company
4. Post Office
5. “Casino” night
6. Local Reliability Consultant
7. Weather Bureau
8. Tour of a local manufacturing company
9. Machinery aspects of newspapers
10. Picnic with parks maintenance speaker
11. Local Transit Authority
12. Trade speakers with another chapter
13. Joint meeting with another society
(IEST, ASQ, IEEE, AIAA, SOLE, IIE, SAE, SSS)
14. Professional Engineers from local engineering firms
15. Local inventors and scientists
16. Tour of local airport maintenance facilities
17. FAA facilities at local airports
18. Local government or military managers
19. Research & Development (R&D) Projects
20. Technical papers submitted to RAMS by chapter members
21. Professors/Instructors from local Colleges and Universities
22. Active/Retired Military officers
23. Present/Former Astronauts
24. Tour of local test labs/facilities



APPENDIX H. LIST OF SRE CHAPTERS AND PAST EXECUTIVE BOARD OF DIRECTORS OFFICERS

H.1. List of SRE Chapters in Initial Order of Formation

Chapter Number	Chapter	Date of Formation	Status
01	Buffalo	April 29, 1966	Active
02	Ottawa	June 11, 1968	Active
03	Huntsville	May 13, 1969	Active
04	Philadelphia	April 15, 1973	Inactive
05	Tucson Arizona	October 16, 1974 2008	Inactive/Converted Active
06	Montreal	June 16, 1977	Active
07	Toronto	June 16, 1977	Active
08	Milwaukee Minnesota	October 1, 1977 2008	Resigned/Converted Active
09	Los Angeles	July 31, 1978	Inactive
10	Portland	September 16, 1978	Inactive
11	Scandinavia	May 15, 1980	Resigned
12	St. Louis (inactive)	July 22, 1980	Inactive
13	Washington, D.C.	August 6, 1980	Inactive
14	Orlando Orlando/KSC	October 1, 1985 2006	Inactive Active
15	Sacramento Silicon Valley	December 9, 1985 2008	Inactive Active
16	Rockford	July 16, 1987	Inactive
17	Baton Rouge	January 22, 1988	Inactive
18	Bombay, India Australia	April 12, 1989 2008	Inactive Active
19	Orange County, Ca.	January 23, 1990	Resigned
20	Southeastern Michigan	October 13, 1990	Resigned
21	Dutch	June 14, 1991	Resigned
22	Belvoir	September 1, 1995	Active
23	Albuquerque	March 1, 1996	Resigned
24	Rocky Mountain	July 24, 1996	Resigned
25	At Large	January 22, 2001	Active



Chapter Number	Chapter	Date of Formation	Status
26	UNOVA (Corporate) Suburban Maryland	January 22, 2001 2006	Resigned Active
27	UMD (Students and Faculty)	January 22, 2001	Inactive
28	Rochester	November 1, 2001	Active
29	Aberdeen	January 27, 2003	Active
30	Columbia China	December 10, 2003 2008	Inactive Active



H.2. Past SRE Officers

Year	President / Vice President	Secretary/Treasurer
1971 – 1972	Stanley Ofsthun	Hans Reiche
1973	Nick Balke	Oscar Williamson
1974	Scott Hosom	Bill Yurkowsky
1975	James Arsenault	Dennis Malik
1976	Robert Nowacki	Steve Parker
1977	Terence Brady	Hugh Schadenfroh
1978	Ken Eagle	Al Ling
1979	Jack Baker	Mike Bolar
1980	Hans Reiche	Ken Eagle
1981	Wayne Harper	Bob Lebeau / Vern Keller
1982	Zigmond Glichowski	Gerald Borie / Vern Keller
1983	Gerald Borie	George Tice / Chet Orłowski
1984	George Tice	Gerald Borie / Chet Orłowski
1985	Chet Orłowski	Gerald Borie / Warren Collier
1986	Chet Orłowski / Joan Vivaldi	Louis McAnany / Warren Collier
1987	Louie McAnany / Stan Ofsthun	John Hadel / Pat Larter
1988	Louie McAnany / Jan Rise	John Hadel / Pat Larter
1989	John Hadel / Jan Rise	Pat Larter / Ed Banaszak
1990	Jan Rise / Ed Banaszak	Dave Yates / Sam Leto
1991	Jan Rise / Ed Banaszak	Dave Yates / Peter Tin
1992	Dave Yates / Antonin Wild	Chuck Wieda / Ed Banaszak
1993	Dave Yates / Antonin Wild	Chuck Wieda / Ed Banaszak
1994	Woody Rabon / G. Chernowitz	Chuck Wieda / Ed Banaszak
1995	Woody Rabon / G. Chernowitz	Chuck Wieda / Ed Banaszak
1996	George Chernowitz / Hans Reiche	Duane Cook / Woody Rabon
1997	George Chernowitz / Hans Reiche	Duane Cook / Woody Rabon
1998	Duane Cook / Pat Larter	George Chernowitz / Woody Rabon
1999	Duane Cook / Pat Larter	George Chernowitz / Woody Rabon
2000 – 2001	Pat Larter / William Wessel	Richard Cassidy / Pam Rabon
2002 – 2003	Henry Cook / Robert Loomis	Richard Youngk / Pam Rabon
2004 – 2005	Henry Cook / Robert Loomis	Richard Youngk / Pam Rabon
2006 – 2007	Robert Loomis/Kenneth Dalton	Pam Rabon / Woody Rabon
2008 – 2009	Robert Loomis/Kenneth Dalton	Pat Larter / Woody Rabon
2010 – 2011	Clarence Meese/Kenneth Dalton	Alfred Stevens/David Auda

