
MEMORANDUM

TO: Present Steering Committee Members

FROM: Sherif Michael, Michael Soderstrand and Wasfy, B. Mikhael, Chairman
Subcommittee on Steering Committee Membership

DATE: Aug 3, 2015

SUBJECT: Steering Committee Membership Guidelines, Approved 8/05/02

- 1- Members: All present today in this meeting, as well as those on the list who attended or contributed to the conference at least once in the last two years.
- 2- Condition for Maintaining Membership Status: Contributing to the Midwest technically or administratively, e.g.: attending the steering committee, hosting the conference, chairing sessions, presenting papers & tutorials, etc...
- 3- Loss of Membership: No contribution to the symposium for two consecutive years is considered resignation.
- 4- Recruitment of New Members: Any active member can nominate prominent people in the field. This has to be endorsed by at least four more members. The nominations should be completed before the Steering Committee meeting.

It is the responsibility of all members to recruit new members who are active contributors to the field, as well as potential candidates for hosting the symposium.

- 5- The total number of the steering committee should be no more than 50 and greater than 25.
- 6- The steering committee membership subcommittee is responsible for validating membership and maintaining membership records including members' names, addresses, affiliations, and research interests.
- 7- Membership Subcommittee will write letters welcoming new members and thanking outgoing members for their services to the Midwest Symposium.