



IEEE AESS

Board of Governors

Member Manual

2020

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I. General Information

A. Position Description

AESS Board of Governors Member-at-Large

Conditions of Eligibility:

- 1) IEEE Member, Senior Member, or Fellow grade in good standing
- 2) IEEE AES Society member

Selection and Term of Office:

- 1) Nominations will be solicited in a Call for Nominations on January 1 of each year for the term beginning January 1 of the following year.
- 2) The slate of candidates will be put forth by the Nominations and Appointments Committee to be voted on by the AESS Membership, choosing 6 candidates. Following the election, 2 additional candidates will be appointed by the AESS Board of Governors, for a total of 8 new board members per year, to begin serving on January 1 of the following year.
- 3) The term of office is 3 years. Only two consecutive full terms of membership are permitted, but eligibility is restored after a lapse of one year.

Requirements of Role:

- 1) Serve as a voting member of the AESS Board of Governors.
- 2) Serve on one or more AESS Standing Committees.
- 3) Serve on ad hoc Committees as needed.
- 4) Be willing to stand for office if nominated and serve if elected.
- 5) Participate and engage in multiple AESS activities and initiatives. (local chapters, technical panels, publications, conferences, education, mentoring, standards development, awards, etc.)
- 6) Report activities at each AESS BoG meeting as necessary.
- 7) Write articles for the AESS QEB or Systems Magazine as necessary.
- 8) Actively advocates for AESS membership.

Expected Meeting attendance:

- 1) Attend two IEEE AESS BoG meetings during the year, one in the spring and one in the fall. (Travel expenses are reimbursable according to IEEE policies and guidelines.)
- 2) Participate in online meetings and teleconferences, as needed.

Desirable Characteristics:

The ideal Member-at-Large candidate should possess some or all these desirable characteristics. Nominators should consider whether candidates display or have the potential to develop these traits. We are seeking actively engaged BoG members.

Focused and committed

- 1) Fully supports mission and vision of AESS.
- 2) Persistent, does not let obstacles hinder efforts, and can persevere through difficult times.
- 3) Has physical and emotional stamina to tolerate long days of travel and meetings.

Enthusiastic and capable

- 1) Willing to prepare for and participate in every BoG meeting.
- 2) Eager to serve on and contribute to committees and is accountable for assignments.
- 3) Takes fiduciary duties seriously.
 - a. Duty of care – Participates actively as outlined herein.
 - b. Duty of loyalty – Puts AESS interests ahead of their own; disclose conflicts-of interest.
 - c. Duty of obedience – Ensures that AESS abides by its constitution and by-laws
Responsible to IEEE for all applicable policies and practices.

Intellectually curious, demonstrated life-long habits of learning

- 1) Strives to continuously learn and improve as much as possible.
- 2) Agile, innovative, forward-thinking and able to embrace change.
- 3) Thoughtful, can deal with complex issues, sift through alternatives, deliberate, and arrive at sound decisions.

Collegial, collaborative and open-minded

- 1) Supportive and respectful of others.
- 2) Available, approachable, and interested in enhancing and nurturing relationships.
- 3) Able to listen, deals well with conflict, but willing to express own opinion.
- 4) Selfless; more focused on what they can “give” rather than what they might “get” from AESS.

B. 2020 Officers

President	Walter D. Downing	w.downing@ieee.org
President-Elect	Mark Davis	medavis.consult@gmail.com
Secretary	Marina Ruggieri	ruggieri@uniroma2.it
Treasurer	Bob Rassa	rcrassa@raytheon.com
Vice-President Conferences	Michael Braasch	braaschm@ohio.edu
Vice-President Education	Lorenzo Lo Monte	lorenzo.lomonte.us@ieee.org
Vice-President Finance	Michael Cardinale	cardinal@ieee.org
Vice-President Industry Relations	Michael Noble	michael.noble@l3t.com
Vice-President Member Services	Fabiola Colone	fabiola.colone@uniroma1.it
Vice-President Publications	Maria Sabrina Greco	m.greco@iet.unipi.it
Vice-President Technical Operations	George T. Schmidt	gtschmidt@alum.mit.edu
Past-President	Joe Fabrizio	joe.a.fabrizio@gmail.com

C. Elected Members-at-Large

2018-2020	Michael A. Cardinale	cardinal@ieee.org
	Stefano Coraluppi	stefano.coraluppi@ieee.org
	Mark E. Davis	medavis.consult@gmail.com
	Hugh D. Griffiths	h.griffiths@ee.ucl.ac.uk
	Lance M. Kaplan	lancekap@comcast.net
	Lorenzo Lo Monte	lomontelorenzo@gmail.com
	Laila Moreira	laila.moreira@radaz.com.br
2019-2021	Peter Willett	peter.k.willett@gmail.com
	Marina Ruggieri	ruggieri@uniroma2.it
	Michael Rice	mdr@byu.edu
	Michael Wicks	mwicks1@udayton.edu
	Roy L. Streit	r.streit@ieee.org
	Maria Sabrina Greco	m.greco@iet.unipi.it
	Alfonso Farina	alfonso.farina@outlook.it
2020-2022	Michael Noble	michael.noble@l3t.com
	Yonina Eldar	yonina.eldar@weizmann.ac.il
	William Dale Blair	dale.blair@gtri.gatech.edu
	Michael Braasch	braaschm@ohio.edu
	Fabiola Colone	fabiola.colone@uniroma1.it
	Fulvio Gini	fulvio.gini@unipi.it
	Wolfgang Koch	wolfgang.koch@fkie.fraunhofer.de
2020-2022	Kathleen A. Kramer	kramer@sandiego.edu
	George T. Schmidt	gtschmidt@alum.mit.edu
	Xiaopeng Yang	xiaopengyang@bit.edu.cn

D. Other - 2020

IEEE Young Professionals Program Rep	VACANT	
Graduate Student Rep	Francesca Filippini	francesca.filippini@uniroma1.it
Undergraduate Student Rep	Sarana Tse	stse@mail.stmarytx.edu
Editor-in-Chief, Transactions on AES	Michael Rice	mdr@byu.edu
Editor-in-Chief, AES Systems Magazine	Peter Willett	peter.k.willett@gmail.com
Society Executive Assistant	Judy Scharmann	j.scharmann@conferencecatalysts.com

E. Society Governing Documents

[Constitution](#)

[Bylaws](#)

[Strategic Plan](#)

F. Robert's Rules of Order

The AESS follows [Robert's Rules of Order](#) for all meetings.

II. Meeting Schedule and Rules of Engagement

The Board of Governors has two face-to-face meetings per year, one in the Spring and one in the Fall, plus a Strategic Planning Meeting for the Officers.

2020 Meeting Schedule:

Officers' Strategic Planning Meeting

17-18 January 2020

Courtyard by Marriott San Antonio Riverwalk

San Antonio, TX, USA

AESS Spring BoG Meeting

The Spring BoG meeting will be held in conjunction with the [International Radar Conference](#).

Conference Dates: 27 April – 1 May 2020

BoG Meeting Dates: Friday, May 1 – Saturday, May 2, 2020

Washington D.C., USA

AESS Fall BoG Meeting

The Fall BoG meeting will be held in in conjunction with the [IEEE Radar Conference](#).

Conference Dates: 21-25 September 2020

BoG Meeting Dates: Friday, September 25 – Saturday, September 26, 2020

Florence, Italy

Rules of Engagement:

- Be involved in the discussion.
- Wait to be recognized before speaking.
- Share time and avoid interrupting others.
- Treat each other with mutual respect.
- Try to avoid sidebar conversations.
- Stay physically and mentally present.
- Try to avoid tending to non-meeting business.
- Try to adhere to the allotted presentation time.
- Do your best to show up on time and come prepared.
- Leave cell phones & other electronic devices in “silent” mode.
- Dress appropriately: business casual, no shorts or tee-shirts.

III. AES Society Website, Quarterly Email Blast (QEB) and Social Media

The AESS Website (ieee.aess.org) is the public portal for the Society. Each section should be updated frequently. If you see anything out of line, that needs to be updated, changed, or improved upon, please email the President-Elect, [Mark Davis](#), and the Society Executive Assistant, [Judy Scharmann](#).

The AESS Quarterly Email Blast is a quarterly newsletter sent to all AESS members and posted on the AESS website (<http://ieee-aess.org/publications/quarterly-email-blast-qeb>). The EiC of the QEB is [Fabiola Colone](#). Staff contacts are [Judy Scharmann](#) and [Amy Krutz](#). Please consider to write articles and share photos regarding AESS events.

Since social media is increasingly important, especially with our younger target members, and AESS has a presence on [Twitter](#), [Facebook](#), and [LinkedIn](#). Please follow AESS on these social media platforms and

like, comment, and share posts. Please post to social media when you attend AESS events, and provide the hashtags and other relevant information to maximize the impact of social media.

IV. Travel Guidelines

BUSINESS EXPENSE REPORTING

A. Travel Budgeting and Reimbursement

It is recognized that travel by IEEE volunteer members of its Boards and Committees and Staff is necessary for many of the essential activities of the IEEE; therefore, funds shall be budgeted explicitly to cover travel expenses for each Board and Committee. Travel expense provided by the IEEE, which may be reimbursed or paid directly by IEEE, include the items listed below. Pursuant to the procedures outlined in the Travel and Expense Reimbursement Guidelines, more detailed information, including but not limited to, other allowable expenses, timeliness of reporting, reimbursement processing, and international travel are included and clarified.

1. Transportation Reimbursement. This policy intends to establish adequate parameters for volunteers and staff so that they may comply with the spirit of the travel policy in the many varied situations that occur in practice.

a) **Airfare.** In accordance with IEEE Policies, Section 11.6.B, all persons traveling on IEEE business who seek reimbursement for airfare or for which airfare is provided for them by IEEE, shall travel economically by booking economy class flights well in advance. Persons seeking to book higher-grade seats on economy flights, or full coach fares, must contact their major organizational unit's Vice President or President or in the case of Staff, the IEEE Executive Director, for approval prior to booking. • Reimbursement or purchase by IEEE for business class fares shall be permitted only (i) when the flying time is over eight consecutive hours for a single segment or over eight hours flying time where a layover is required, and (ii) when budgeted by the organizational unit. For business-class travel in compliance with the preceding conditions, individuals are encouraged to purchase upgradeable coach class fares and use miles or coupons to upgrade to business class. Business class is defined as an intermediate class above economy class but below first-class. Permission to travel business class for medical reasons may be granted by the IEEE President. • Reimbursement or purchase by IEEE of first-class fares shall be made only when extenuating circumstances warrant the expense to IEEE and only when (i) all criteria for business class travel have been met, (ii) it is the only class of service offered on the aircraft other than economy class, and (iii) permission has been granted by the IEEE President. On aircraft where three classes of seating are offered, (i.e., coach, business and first), the unavailability of seats in business class (the 28 of 40 intermediate class) shall not be cause to purchase a higher-grade ticket. All first-class fares reimbursed or provided by IEEE, and the justification and circumstances associated with the purchase, shall be reported to the IEEE Audit Committee. IEEE Staff shall make travel arrangements through IEEE's corporate travel agency, World Travel, Inc. except when (i) it is more cost effective to purchase fares directly from the carrier, thereby avoiding additional purchase fees, or (ii) for IEEE Staff residing outside of the U.S., it is more cost effective to purchase fares within their country of residence. Volunteers are encouraged to make travel arrangements through the IEEE's corporate travel agency, World Travel, Inc. whenever the purchase of fares through World Travel, Inc. is the most cost effective.

b) IEEE will reimburse **personal car mileage** at the current approved rate authorized by the U.S. Internal Revenue Service. Only one person in a private vehicle may make a claim for

reimbursement. IEEE Business Automobile Liability Insurance is in excess of one's personal automobile Liability Insurance; Collision/Comprehensive coverage does not apply to one's own vehicle.

c) **Tolls and parking** will be reimbursed.

d) **Necessary taxi or other ground transportation** will be reimbursed.

TAXI/SHUTTLE/LIMOUSINES: Use taxis with caution if other alternatives are available. The use of hotel courtesy transportation is encouraged. In the NY/NJ area, the use of our preferred vendors should always be utilized.

e) IEEE will not reimburse passengers in **private aircraft** nor assume liability for them.

f) IEEE will reimburse **penalties assessed by airlines** on airfare when traveling on authorized IEEE business under reasonable circumstances.

g) **Car rentals** should only be undertaken when alternative economic public transportation is unavailable or impractical. IEEE Business Automobile Liability Insurance (Collision/Comprehensive Liability) is primary on rented automobiles, and coverage purchased through the rental company is not necessary and will not be reimbursed. Car rental should be used only when it provides overall time and price advantages. It is recommended that you not use car rentals where traffic rules are uncomfortable or where renters may be subjected to incarceration in case of an accident. It is recommended that rentals be 29 of 40 booked through IEEE's corporate travel agency, World Travel, Inc., unless lower rates are otherwise available. Midsize or smaller cars should be rented unless 3 or more are sharing a car or transporting sizable equipment. Refuel rental cars prior to returning.

2. **Lodging.** Single room occupancy will be reimbursed, limited to the night of and/or the night prior to the meeting. It will be permissible in special circumstances to stay an additional night(s) to obtain a less expensive airfare that will offset the additional lodging costs.

a) Meetings and Conference Management, shall, for all meetings they book, identify a nominal hotel for that specific meeting. All attendees should use this hotel.

b) All reimbursable room nights shall be charged directly to the IEEE master bill where one exists. Errors and requests for exceptions shall be referred to the appropriate Major Board Chair or Management Council Representative.

c) Hotels used for non-meeting travel should be moderate cost hotels, and it is recommended that the IEEE's corporate travel agency, World Travel, Inc. should handle the booking. The IEEE's corporate travel agency, World Travel, Inc. has access to a worldwide network of discounted hotels registered with the agency. Prior to booking of hotel, it is recommended that you contact the IEEE's corporate travel agency, World Travel, Inc. to obtain a list of moderately priced hotels for your destination city. Criteria for room upgrades to suites or executive floor/business class rooms is that the upgrade is provided at no additional cost.

d) IEEE Board of Directors Meetings: To assist the Board of Directors when selecting a site for the IEEE Board of Directors Meeting Series, the presentation of sites submitted for approval should include the following items: Always contain a minimum cost site for comparison purposes At least three sites with the corresponding financial implications A staff

recommendation of one of the sites Reference IEEE Policies, Section 9.18 – Board of Directors Meetings.

3. Food and Beverage. Reasonable food and beverage expense will be reimbursed, provided names of individuals and purpose of meeting are supplied and approved. For the purpose of this procedure, volunteer and staff individual daily meal and beverage expenses are limited to US\$100. This is not to be interpreted as a per diem amount; receipts are required for expenditures over US\$25.00. 30 of 40 Expenses beyond these values require a written explanation on the traveler's expense report. Group meal/beverage expenses incurred in conjunction with a meeting or conference where room costs and morning/afternoon breaks are included may exceed this value but must not include extravagances.

4. Miscellaneous.

- a) Necessary telephone charges will be reimbursed.
- b) Reasonable porter fees and gratuities will be reimbursed.
- c) Personal emergency medical insurance will be provided for members of the Board of Directors when traveling on IEEE business outside their country of residence.

5. Receipts. Receipts must be submitted for any single expenditure in excess of US\$25.00. Original, photocopied or electronic receipts are acceptable.

6. Signature Requirements. In addition to the submission of paper expense reports containing original handwritten signatures, the following are acceptable forms of signed expense reports:

- a) Submission of expense reports through systems using User-ID/Password authentication like systems using IEEE Web Accounts for access;
- b) Fax or scanned copies of a signature as applied to an expense report;
- c) Submission of expense reports signed using signatures based on public/private key Digital Certificate technology that authenticates the submitter.

7. Approval Process.

Travel-related business expense reports, with accompanying receipts, should be submitted to authorized individuals with signing authority for the unit (a listing of such individuals shall be maintained in the IEEE Controller's office). In addition, the Major Boards shall establish written procedures for approval of travel related business expenses for committee expenses, regional activities, conferences, etc. Each organizational unit Treasurer shall provide annually to the IEEE FinCom the methodology for dealing with high cost travel issues at the beginning of 31 of 40 each year. The IEEE Treasurer will then provide this information to the IEEE Board of Directors. It is the responsibility of IEEE volunteers who authorize reimbursement for hired consultants to make such individuals or organizations aware of the guidelines stipulated in IEEE Policies Section 11.6 and this manual, and the Travel and Expense Reimbursement Guidelines prior to arranging travel plans and to reach a satisfactory understanding with such consultants.

AES SUPPLEMENT

For AES, all expense reports will be submitted via IEEE concur.

To Access Concur go to: <https://www.concursolutions.com/home.asp>

Alternate access: <https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report>

Concur Profile

You will be asked to fill out a profile which will include how you wish to receive your reimbursement: the options are check by mail, direct deposit, or Western Union if you live in a country where IEEE cannot make a direct deposit. Your profile will also allow selection of the currency used.

Cost Accounts to charge your travel

There are four levels of cost accounts from which to select when filling out your travel expense reports:

Level 1 for us is *Technical Activities - Societies*

Level 2 is *Aerospace & Electronics Systems Society*

Level 3 will be one of the following, which the traveler will select based upon the purpose of your travel:

- Awards
- Distinguished Lecturer
- Panel of Editors (also includes POCO or CONVENE)
- President's Travel
- Society Representatives (AES reps to Councils or conference boards)
- Student Grants
- Attend Board meetings

Level 4 should not offer a choice.

Direct Deposit of your reimbursement:

The reimbursement currency in your Concur profile, should you select a direct deposit, is based on your country of residence. If you reside in a country where one of the currencies listed below is considered the local currency, you must enter your banking information directly into Concur (select Profile > Profile Settings > Bank information).

- U.S. dollar (USD)
- Euro (EUR)
- Canadian dollar (CAD)
- Indian rupee (INR)
- Singapore dollar (SGD)

If your currency is NOT one of the five listed above, you will need to complete a one-time enrollment with Western Union in order to receive electronic reimbursements from IEEE. To enroll, please complete the required registration form. Please enter your 8-digit IEEE member number in the "Payee ID" field.

Questions about Travel Guidelines?

Contact AESS Treasurer, Bob Rassa
RCRassa@Raytheon.com
310-985-4962

Concur Training & Tutorial: <https://www.concurtraining.com/pr>

Concur Questions & Feedback: concurfeedback@ieee.org

Clarifications and additional explanations

1. Please Book flights well in advance, using round-trip economy non-refundable fares
2. Business class travel is never allowed for AES as we never budget for such.
3. **Reimbursement for meeting attendance lodging is for night prior to meeting, and night of last day of meeting** if meeting ends too late for reasonable return flight on that day. IEEE does expect travelers to book their return flight the afternoon of our typical Saturday Board meetings since they end at noon. I have to provide a specific justification with my approval if the return is a subsequent day.
4. **Note that the maximum allowable meals in a given day is \$100.**
5. **IEEE does not reimburse for conference attendance**, even if traveler is an official rep to the conference. Being a conference rep means a rep to the conferences board and reimbursement will be made to attend a conference board meeting but not the conference itself.
6. If private vehicle is used for travel in lieu of plane or train, mileage and other travel cost may not exceed the cost of lowest-cost airfare, although airport parking and mileage to/from airport may be used in the calculation of cost justification.
7. **All travel must be approved in advance** by the appropriate officer, such as Society President, or for example, the Vice-President, Education for such things as distinguished lecture travel, or the Treasurer. Exceptions are the Society President and society Treasurer.
8. For those needing a travel advance for airline ticket purchase, we no longer use the travel advance form. Traveler is to purchase the ticket and submit the actual receipt via Concur, which will be reimbursed. An estimated cost is not acceptable; the actual purchase receipt is needed.

Disruptive Weather

In the event that disruptive weather is forecast for your area or the area to which you expect to travel it is best to cancel your trip if you might be stranded. Airlines will provide a credit for the trip and charge a rebooking fee, and IEEE-AES will rather pay the rebooking fee for a future trip than substantial additional cost for you to stay additional days at your destination because of canceled flights.

New Rule on Expense Report Timeliness

The IEEE Board has ruled that all expense reports are to be submitted within 60 days of completion of travel, otherwise the expenses may not be reimbursed.