

IEEE AEROSPACE AND ELECTRONIC SYSTEMS SOCIETY (AESS) PROCEDURES

(2004 Revision to November 1997 Edition)

1.0 GENERAL

1.1 Purpose

The objectives and functions of the Aerospace and Electronic Systems Society (AESS) are set forth in the AESS Constitution and in the AESS Bylaws.

This manual is organized in correspondence with the Bylaws and is intended to expand it. It covers the day-to-day operation of the Society as a means of maintaining consistency and continuity of operation.

The Systems Magazine serves as an appendix to the Procedures and shows the current year's Organization, Board of Governors, Officers, Committees, active Chapters, addresses, etc.

The words Chairman, him, and he refer to people of any sex or sexual orientation.

1.2 Authority and Revision

The basic authority for the existence of AESS is the Constitution. The Bylaws establish policies that must be consistent with and subordinate to IEEE regulations, which have precedence.

These Procedures can be amended by a simple majority vote of the AESS Board of Governors. Each revision shall show the date of the Board of Governors (BoG) vote that authorized it.

1.3 Governing Documents

The documents on which this manual is based are the IEEE Aerospace and Electronic Systems Society Constitution and the IEEE Aerospace and Electronic Systems Society Bylaws...

2.0 BOARD OF GOVERNORS

2.1 Society Staff and Distribution List

- the 26 voting members of the Board of Governors
- the ex-officio non-voting members of the Board of Governors
- current Officers
- current Chairmen of Standing Committees
- all past Presidents
- Editors of the Transactions and Systems Magazine
- Chairmen of Technical Panels
- Chapter Chairmen
- Representatives on Conference Boards
- Representatives on Institute and Division Committees

2.2 Board of Governors Meeting

Board of Governors meetings are normally held in conjunction with conferences sponsored or cosponsored by AESS. They require at least 20 days notice. The meetings are normally held in the fall, winter, and spring or summer at locations that are rotated within North America. It is desirable to hold occasional Board of Governors meetings outside North America. Sixty days prior to each meeting, the Secretary shall send e-mail invitations to the Society staff. The invitations shall provide information on the time and location of the meeting, including relevant social functions such as breakfast, luncheon, and Conference banquets.

Activities held in conjunction with AESS Conferences will be coordinated with the Conference Chairman. If requested by a Conference Chairman, the Society will reimburse the Conference for expenses incurred for meals and room rental; other activities are normally paid by the Conference. Invitations to Conference events are normally extended to members of the Society staff and local Chapter officers.

Special meetings of the Board of Governors may be called at the President's discretion or upon request of four other members of the Board of Governors with at least 20 days notice.

Board of Governors meetings are open to the entire AESS membership, as observers.

2.3 Quorum of Board of Governors Meeting

Quorum for a Board of Governors meeting is nine voting members (Bylaw III). If less than a quorum attends a duly-called meeting, actions taken require ratification by a subsequent meeting, or by a majority of the members in a poll taken by E-mail, telephone, or post. Minutes of such meetings shall explain the pro and con arguments and the results of the poll, for each action taken by poll.

2.4 Rules of Order for Board of Governors Meetings

Robert's Rules of Order shall govern conduct of the meetings of the Board of Governors (Bylaw IIIC). Rules of order are to expedite the conduct of business. The President may set aside a rule of order if it is being used to interfere with business. If he is challenged by a member present, a vote of 2/3 of those present is required to sustain his ruling.

2.5 Attendance at Board of Governors Meetings

Elected members of the Board of Governors who miss three consecutive meetings shall be dropped from membership in the absence of extenuating circumstances (Bylaw IIID). Vacancies thus or otherwise created shall be filled by appointments for the unexpired terms, made by the President with the consent of the Board of Governors.

2.6 Nomination and Election of the Board of Governors

2.6.1 The Nominating Committee shall be reconstituted by the President on or before 1 February of each year (Bylaw IV). The Nominating Committee shall consist of a chairman and four or more members of the Society, not more than three-fifths of whom may be members of the Board of Governor. The Junior Past-President is normally appointed as chairman.

2.6.2. The President each year shall issue instructions to the Chairman of the Nominating Committee to assure an orderly progression and completion of the election procedures.

2.6.3. A slate of at least twelve nominees for the eight annual members-at-large vacancies on the Board of Governors shall be prepared by the Nominating Committee. Recommendations for such nominations shall be solicited by a letter

to the chairman of all Technical Subgroups, Chapters, and Committees. In addition, the Chairman of the Nominating Committee shall cause to be published to the entire Society a call for nominations at least sixty days before the election meeting. A nominating petition carrying a minimum of 25 names of Society members, excluding students, and describing the nominee's

qualifications, shall automatically place that nominee on the slate to be presented to the Board of Governors .

2.6.4. In the preparation of the slate of nominees and in the election, proper consideration shall be given to geographical representation, to technical interests, to representation of the major employment sectors of the AESS membership (industry, government, academic, etc.) and to technical interests

2.6.5. At a meeting of the Board of Governors , normally held before the First of August, the Board shall hold elections to fill vacancies in the Board of Governors occurring on the following First of January. Members of the Board of Governors may add nominees to the slate. A plurality of votes shall elect. The names of such elected members shall be published to the Society membership and reported to the IEEE General Manager. The elections shall become final unless refusal to serve or Headquarters disapproval is received within 60 days of such transmittal. (The Board of Governors may make contingent elections, to be effective if an elected member fails to accept the office or if a disapproval is received from IEEE Headquarters.)

2.6.6. Membership on the Board of Governors is limited to two consecutive three-year terms (Constitution V-3).

3.0. ELECTED OFFICERS

3.1. Nomination and Election

The President and the Executive Vice president are elected by secret ballot of the Board of Governors at a meeting before November of each year. A slate of candidates prepared by the Nominations Committee and additional nominations may be made from the floor by Board members. Eligibility is limited to current elected members of the BoG, and to members-elect who will be in office the following year (Bylaw V). The voting order is first for President and then for Executive Vice President. A majority of those present is required to elect. If no

candidate receives a majority, a runoff ballot is cast between the two leading candidates

3.2. Terms of Office

Elected officers are limited to two consecutive one-year terms. . The elected officers take office the first of January.

3.3. Office of President — Authority and Responsibility

This section describes the responsibilities and authority of the President consistent with the Bylaws and the traditions of the AESS. The Board of Governors establish policies and guidelines which control the duties of the President.

3.3.1 Executive Officer

The President shall supervise the affairs of the Society on all matters not specifically delegated to others. Duties are performed subject to policy and guidelines laid down by the Board of Governors and the Society Constitution and Bylaws.

The President has broad authority for day-to-day operations. Traditionally he conducts and supervises these in close collaboration with other Officers and Committee Chairmen.

In practice, the President relies heavily on delegation and team based activities. Therefore, choice of Officers is critical. The President, together with the responsible Vice President, must assemble a large number of willing and motivated volunteers for the Standing Committees, and give them a clear picture of the current goals and plans of the Society. In addition, the President needs frequent two-way communication with the Officers and Committee Chairmen.

Disputes between organizational elements of AESS which cannot be resolved at a lower level are referred to the President for final decision.

3.3.2. Interaction with Other Entities

The President interacts with IEEE Headquarters, Division, Technical Activities

Board (TAB), other Society and Council Presidents, and other entities within the Institute. The President is the initial point of contact for other professional organizations and entities outside the IEEE seeking data and positions on subjects related to AESS

3.3.3. TAB Membership

The President is a member of the IEEE Technical Activities Board (TAB). TAB is the parent organization of AESS. It is governed by a volunteer Vice president who is assisted by a full-time staff managed by the TAB Secretary.

The TAB meeting, which includes the Presidents of all the Societies as voting members, takes place three times per year. Attendance by the President, or his delegate, is mandatory.

The TAB makes decisions on requirements imposed on Societies, on costs allocated to Societies, on Society revenues from publications (eg. to libraries), on new publications that may compete with existing ones, on Inter-Society Committees, etc.

3.3.4. Appointments

Appointments that are made annually by the President include:

- Officers
- Special and Ad Hoc Committees of AESS
- Officer responsible for each Standing Committee

Appointments that are approved annually by the President include:

- Standing Committees of AESS
- Associates to appointed officers
- Representatives to Institute, TAB, and Inter-Society Committees
- AESS Representatives on Conference Boards and Steering Committees

Details pertaining to these annual appointments are given in Sections 4 and 5.

In accordance with Bylaw VIII, the President may appoint Special or Ad Hoc Committees with appropriate specification of the purpose, duration, number of

members, terms of office, etc. Traditionally, an Ad Hoc Committee has a duration of less than one year.

The President may be asked by other entities, both within and outside the Institute, for appointments of AESS representatives on their committees. The President may make such appointments if, in his judgment, this is in the interests of the Society. However, the President shall obtain approval of the Board of Governors prior to the appointment if it entails financial obligation of Society funds.

3.3.5. Activities

The President will normally perform a number of regular tasks, in addition to those described above, throughout the year. These periodic activities may include:

- * Prepare for publication in Systems Magazine messages to members
- * Confirm the dates of BoG meetings. Prepare agenda and reports for each meeting
- * Send letters of congratulation to newly elected IEEE Fellows from AESS
- * Review AESS budget for next year that has been prepared by Treasurer for TAB
- * Nominate members of TAB Committees and Chairmen of Councils
- * Choose TAB Councils on which to personally serve

3.4. Executive Vice President

3.4.1. Responsibilities and Authority

The Executive Vice President shall assume the responsibilities of the President at the request of the President or in the absence or incapacitation of the President. The Executive Vice President shall serve as the Chairman of the Planning and Evaluation Committee.

3.4.2. Activities

The Executive Vice President will execute those duties delegated by the President and shall supervise assigned Standing Committees.

The Executive Vice President shall seek to increase the AESS Fellow membership by encouraging the nomination of suitable candidates and ensuring that nominations, referred to AESS for evaluation, receive careful consideration.

The Executive VP shall prepare reports for each BoG meeting and prepare an annual planning and evaluation report

4.0. APPOINTED OFFICERS

In accordance with Bylaw V, each year the incoming President, with the concurrence of the BoG, shall appoint for a one year term a Vice President for Administration, a Vice President for Conferences, a Vice President for Education, a Vice President for Membership Affairs, a Vice President for Publications, a Vice President for Technical Operations, a Secretary, and a Treasurer, all of whom shall take office on 1 January. The incoming President will notify the members of the BoG of his planned roster of appointed officers by 1 December. Appointments will become final and effective on 1 January unless objections are made by the BoG. Appointed officers do not have to be elected members of the Board of Governors. The appointed officers may be reappointed indefinitely (Bylaw V-A).

The Board of Governors and the President establish policies and guidelines which control the duties of the appointed officers. Each appointed officer serves as an administrative adjunct to the President. Appointed officers are non-voting members of the Board of Governors, unless elected as a member. At the President's direction, they may represent the Society before other technical organizations, or assume leadership of ad hoc activities. Each appointed officer may appoint, with the approval of the President, one or more Associates to aid the Officer to perform his duties.

Every appointed officer will direct and coordinate the activities of the standing committees that report to him and will submit reports on his assigned activities to each meeting of the BoG. The following sections describe the responsibilities and activities of each appointed officer consistent with the Bylaws and the traditions of the AESS.

4.1 Secretary

4.1.1 BoG Meeting Arrangements

The Secretary arranges for the Board of Governors meetings.

The Secretary sends mailings to all BoG members to arrive two months before the meeting, outlining the details including hotel location and rates, deadline for making room reservations and travel instructions. A preliminary agenda, furnished by the President, is included with the mailing

4.1.2. Document the Board of Governors Meetings

The Secretary takes minutes of the meeting, transcribes them, and, within one month of each meeting, sends copies to the BoG elected and ex-officio members.

The minutes of the Board of Governors meetings should be recorded in sufficient detail to apprise those who were not present of the issues and resolution of matters coming before the Board, Records of the minutes shall be kept by the Secretary for a period of at least three years.

Within two weeks of each meeting, the Secretary prepares a concise summary of issues, resolutions and action items. This summary will be reviewed with the President and sent, by E-mail or Fax to Board members and other appropriate action parties.

4.1.3 Organization Rosters and Supplies

The Secretary maintains and updates the AESS organization chart including a current list of assigned personnel which is published in the AESS Systems Magazine. The Secretary is responsible for maintaining a current BoG mailing list including mail address, E-mail address, Fax or telex number, telephone number, etc. as/if available. The Secretary regularly submits the approved lists to the Vice President for Administration and to the Editor of Systems Magazine, for publication.

The Secretary submits quarterly the approved BoG list to IEEE Technical Activities in Piscataway, NJ.

The AESS letterhead is obtained from IEEE Technical Activities. General purpose stationary will be used unless named letterheads are authorized by the BoG. The Secretary shall order badges for elected and ex-officio members of the BoG and business cards upon authorization of the President. He shall order other supplies as required.

4.2. Treasurer

4.2.1. Authority and Responsibilities

The BoG shall establish policies for financial management, including investments, approval of the budget ,and review of expenditures.

The Treasurer is responsible for the sound planning and management of the AESS financial resources, including the formulation of annual budgets for BoG approval and the day-to-day administration of the Society's financial business.

The Treasurer is responsible for liaison to the IEEE Financial Departments, and he is the sole source of financial data given to IEEE by AESS, getting appropriate data from other Officers. The Treasurer presents the IEEE data to AESS Officers and Governors, tracks current expenditures versus budget in each area of responsibility, and prepares forecasts for the next three years, in conjunction with the IEEE/TAB Finance Department. The Treasurer provides a financial status report for each BoG meeting

Details of the Treasurer's duties and activities are contained in the current issue of the AESS Treasurer's manual.

4.2.2 Annual Budget Preparation

The budgetary cycle for the next year is initiated by February of each year when the Treasurer solicits inputs from the President and the BoG on possible new initiatives for the next years. About 1 April, the TAB Finance Department provides the Treasurer a draft budget that is based upon the current year's budget with inflationary adjustments. The Treasurer consults with other officers, as required, to develop data on estimated revenues and expenses for all AESS activities in the next year. The Treasurer integrates this data into the TAB draft budget and presents this "first pass" budget for BoG review and approval, at the Spring BoG meeting.

Financial decisions that are recommended by the Treasurer at the Spring BoG meeting include member dues, publication subscription rates, number of publication issues and number of pages in each publication.

The draft budget, as approved by the BoG, is forwarded by the Treasurer in May to IEEE TAB Finance Department. After additional iterations with TAB Finance Department, the budget is approved by TAB and becomes operative with the new fiscal year. The officers are responsible for budget inputs, and financially controlling their operations.

4.3. Vice President, Administration

4.3.1. Electronic Communication

The V.P., Administration is responsible for establishing and maintaining the electronic communications used by the AESS officers and BoG. He maintains IEEE E-mail listings and aliases for all AESS Officials and members of the BoG. He initiates and maintains the AESS Web pages on AESS activities.

All Officers, Governors, Standing Committee Heads and Chapter Chairmen are expected to have E-mail addresses. The V.P., Administration will assist these officials to obtain an IEEE alias for e-mail and FAX, and will create IEEE bulk E-mail addresses for AESS groups, as required,

The Systems Magazine publishes the current list of postal and E-mail addresses, FAX, and telephone numbers of the AESS officials.

4.3.2. Governing Documents

The V.P., Administration maintains a copy of the current Constitution, Bylaws, and Procedures manual and is responsible for the appropriate distribution, maintenance and update of these documents.

4.4. Vice President, Conferences

4.4.1 Conference Sponsorships

Conferences are a key part of the AESS activities. AESS involvement with technical conferences, symposia, and workshops will take the form of sponsorship, participation, or cooperation

- AESS will SPONSOR a conference when it has both technical and financial participation. At least one, but usually two or more AESS Representatives are members of the conference's governing board to assure technical quality and prudent financial policy. Financial surplus (or loss) are AESS property.

- AESS will CO-SPONSOR a conference with either IEEE Sections and/or other IEEE Societies or with non-IEEE technical societies, when it has both technical and financial participation. At least one, but usually two or more AESS Representatives are members of the conference's governing board to assure technical quality and prudent financial policy. Financial surplus (or loss) are shared between AESS and the other sponsors, in accordance with the sponsorship agreement.

- AESS will PARTICIPATE in conferences, in which case AESS has no interest in the conference's financial returns. AESS will have one or more representatives who are members of the conferences governing board. If Conference Proceedings are issued through the IEEE Book Broker Program, AESS is a sponsor, with financial interest, of this publication

- AESS will COOPERATE in conferences whose reputation, technical objectives and operations are of interest to some segment of our membership. In this case, AESS has no technical responsibilities and no financial interest. An AESS representative provides liaison to the conference

AESS involvement in conferences has the primary goal of providing forums for the members to present their work and to interchange information with their colleagues. Additional goals are to advance the general technical knowledge in the Society's field of interest, while increasing the visibility and prestige of the Society. Financial sponsorship is desirable for important conferences to provide support to the conference and to provide a source of income to AESS.

In addition to its ownership interest, AESS contributes value to the conferences by providing publicity in Society publications and electronic media, IEEE conference insurance, IEEE audit procedures, IEEE listing of conference publications, and experienced conference organizers who can give help and guidance.

The operations of all conferences with AESS sponsorship or participation must be in conformance with the IEEE's TECHNICAL MEETINGS ORGANIZATIONAL MANUAL. In all circumstances, the Vice President, Conferences shall make prudent arrangements to safeguard the Society funds that may be involved and report these arrangements regularly to the Board of Governors.

4.4.2 V.P., Conferences Responsibility and Duties

The Vice President, Conferences is responsible for the coordination and/or supervision of AESS activities with all conferences for which AESS has a position of sponsorship or participation (see Section 4.4.1) so as to protect the technical and financial interests of the Society. The Vice President, Conferences shall appoint one or more representatives to the Conference Committee or governing board of each conference sponsored by AESS. He will utilize the services of the AESS Conference Representatives to exercise his duties and responsibility.

The duties of the Vice President, Conferences relative to all conferences with AESS sponsorship or participation include:

- establish general guidelines for conference schedules, budgets, approvals, publicity, etc that conform to IEEE Policies and that draw upon AESS objectives and experience
- maintain complete and up-to-date records of membership in conference governing boards and of conference financial accounts, including authorized signatories
- encourage every conference to document their operating procedures and current charters

- maintain files of current charters and sponsorship agreements for each conference and review conference activities for compliance
- facilitate the interchange of helpful information between conferences
- coordinate conference dates and locations to avoid conflicts
- assure cooperation with local IEEE Sections and other interested IEEE Societies
- assure coordination between conference Technical Program Chairmen and the Chairmen of appropriate AESS Technical Panels
- approve budget and other conference arrangements on behalf of AESS
- ensure that conference location, dates, and point of contact are provided to the Technical Activities Guide and to Systems magazine
- encourage conference Chairmen to close conference accounts and submit final reports to the IEEE in a timely fashion (no longer than 6 months after the conference)
- maintain a calendar of AESS related conferences and the type of AESS involvement
- report regularly to the BoG on the status of conferences

4.4.3. AESS Conference Representatives

AESS Representatives to Conference Committees or Boards of Directors represent the interests of AESS in technical quality, financial results, and conformance with IEEE regulations. The Representative's goal is to protect these interests. To achieve this goal, the Representative shall have the following duties:

The Representative(s) shall insure that appropriate conference data, such as minutes of Conference Committee meetings, Conference budgets and balance sheets, Conference Committee member roster, etc., is regularly sent to the Vice President, Conferences.

The Representative(s) should attend as many Conference Committee, Board, or Executive Committee meetings as required to keep fully informed of conference operations and to ensure that:

- each conferences complete their business, close their books and accounts, submit final reports , and distribute all surplus within the time limits required by TAB

- publicity information is given to Systems magazine for publication prior to the conference.

- an IEEE/AESS membership booth or table is provided in the conference registration or exhibit area and is staffed by either local volunteers or IEEE personnel

- membership material, AESS brochures, and prior copies of Systems magazines and AESS Transactions are sent to the conference for display and distribution at the booth

- registration fees provide a large differential favoring IEEE members and reduced rates for Student and Life Members

- provisions are made for an AESS BoG meeting at the conference, if the BoG elects to meet there

The Representative(s) shall attend the conference and evaluate technical papers for inclusion in Systems magazine, if possible.

The Representative(s) shall provide written reports to the Vice President, Conferences prior to each meeting of the BoG. These reports shall include the following data, as it becomes available, for past, present, and future year conferences:

- conference locations and dates

- governance, ownership, % AESS interest

- attendance, number of sessions, number of papers and tutorials

- status of official reports to TAB

- conference budget forecasts and actual results

- status of outstanding loans from AESS and other sources

- conformance to conference charter and IEEE regulations

It is desirable that one of The Representative(s) from each conference attend at least one BoG meeting each year.

4.5 Vice President Education

The Vice President for Education shall direct and coordinate society

activities related to training and continuing education for members and other professionals in the AESS technical fields-of-interest approved by the Board of Governors. In accordance with guidance and policies approved by the Board of Governors, he will work with society chapters, Technical Panels, and Conference Committees to develop and execute programs that will enhance the professional capabilities and currency of present and potential society members.

4.6. Vice President, Member Affairs

4.6.1 Member Support

The V.P., Member Affairs is responsible for overseeing and coordinating direct support for the Society's members by activities that include:

- finding new members and maintaining the enrollment of existing members,
- supporting and encouraging the activities of AESS Chapters,
- supporting IEEE Professional Activities,
- enhancing educational opportunities of AESS members,
- recognizing the professional activities of AESS members

The V.P., Member Affairs shall monitor the status of Society membership and recommend any actions appropriate to increase the membership. He

shall publish membership articles in the Systems Magazine.

4.6.2. Coordination with IEEE Membership Committee

The V.P., Member Affairs shall monitor and support membership projects of AESS and shall serve as the AESS point-of-contact with the IEEE Membership Committee.

4.7. Vice President, Publications

The most effective media for the technical communication of the Society is through its publications. The Society has two major publications: the

"Transactions", normally published quarterly, and "Systems" magazine, normally published monthly. The administrative control of these publications is the responsibility of the Vice President, Publications.

4.7.1. Quality Control

The V.P., Publications, assisted by the editorial staff, ensures the quality and appropriateness of the publications material. The V.P., Publications chairs the Editorial Review Board and appoints its additional members (beyond the

members defined by Bylaw XIV)

4.7.2. Publications Budgets

The V.P., Publications determines and submits for approval to the Treasurer and the BoG a budget for all technical publications.

4.7.3. Editors

The V.P., Publications appoints, with approval of the President, the Editors-in-Chief and the Business Editors for the Societies publications. He approves the Editors-in-Chief's appointments of Editors. He also appoints liaison representatives to the publications committees of journals that are jointly published with other IEEE Societies.

4.7.4. Sponsored Books

The Vice President, Publications proposes AESS sponsored books to the IEEE Press.

4..8. Vice President, Technical Operations

The service that a technical society can give to the profession in the determination of standards and as a focal point for technical disciplines are very important functions of AESS. The V.P., Technical Operations is responsible for these activities. He directs and coordinates all activities in the AESS technical fields of interest.

4.8.1. TAB and USAB Technical Policy Committees

The V.P., Technical Operations shall appoint, with the approval of the President, Representatives to those IEEE TAB Committees and to the USAB Technical Policy Committees whose activities the Board of Governors has agreed to support. He will ensure that the Representatives report the activities of their Committees to the Society Officers and Board of Governors and that the

Representatives provide comprehensive Society positions on issues before their Committees.

Technical Policy Committees prepare position papers, often on tight schedules. AESS Representatives shall keep the V.P., Technical Operations informed of these activities and shall furnish advance copies to the President, V.P., Technical Operations and V.P., Administration for review. An as-issued copy shall be sent to these AESS officers.

4.8.2. Professional Society Representatives

The V.P., Technical Operations shall appoint, with the approval of the President, Liaison Representatives to other technical societies whose activities and interests are allied to those of AESS. He ensures that relevant technical information and assistance from other professional organizations are made known to the panels.

4.8.3. Coordinate/Supervise Technical Panel Activities

A list of currently constituted Technical Panels is given in the Systems Magazine. The V.P., Technical Operations is responsible for coordinating the activities of these panels and encouraging their growth. He recommends the establishment or elimination of Technical Panels and ensures that the efforts of the Panels are known throughout the technical community and that their services are utilized. He ensures that relevant information and assistance from other professional organizations are made known to the Panels.

The V.P., Technical Operations will provide normal interactions in the principal areas of Panel activities listed below. Additional tasks that arise on an ad hoc basis include the assignment to the appropriate Panel of requests to AESS for technical actions. The V.P., Technical Operations has the further responsibility to stimulate Panels with new activities and to encourage the formation of new Panels where needs exist to meet the objectives of the Society and its membership.

Standards - Prepare and maintain IEEE Standards

Conferences - Sponsor specialty conferences for AESS; provide technical papers, technical quality assurance, and technical and session chairmen at AESS sponsored conferences

Publications - Provide reviewers and technical editors for AESS Transactions and Systems Magazine

Position Papers - Contribute to IEEE position papers

Committees - Provide AESS representatives on IEEE technical committees and IEEE/AESS representatives on government and industry committees

Bibliography -Maintain a technical bibliography in their field of interest

Awards - Identify and nominate individuals to receive IEEE and other engineering awards

5.0. STANDING COMMITTEES

In accordance with Bylaw VIII, the President will designate the Society officer who is responsible for the direction of each Standing Committee. Standing Committee Chairmen will be appointed by the officer who is responsible for the direction of each committee, with the approval of the President. Term shall be for one year or until a successor is appointed, unless another term of office is specified by the Board of Governors. The responsible officer may appoint all or any part of a Standing Committee, or he may appoint only the Chairman and ask him to appoint additional members.

Standing Committees that have been established by vote of the Board of Governors are:

-Awards

-Chapters

-Constitution & Bylaws

-Distinguished Lecturers

-Education

-Evaluation & Planning

-Fellow Evaluation

-Fellow Search

-History

-International Affairs

- Membership
- Nominations
- Professional Activities
- Public Relations
- Student Activities
- Transnational

Duties and responsibilities of each of these committees is described below.

5.1. Awards Committee

The Awards Committee reports to the V.P., Member Affairs, and is responsible for the selection of winners of AESS sponsored awards and the presentation of the awards to the recipients. The Awards Committee may establish special committees to assist with the accomplishment of these tasks.

The Awards given by the Society annually include:

1. The Aerospace Pioneer Award, for outstanding contributions to the advancement of Aerospace or of navigational electronics.
2. The M. Barry Carlton Memorial Award for the best original paper in the Society Transactions during the previous calendar year.
3. The Harry Rowe Mimmo Award for the publication in the Society Transactions, Conference Record, or IEEE Proceedings of a tutorial, survey, or speculative paper or one which advocates new ideas or principles tending to promote debate.
4. The Fred Nathanson Memorial Award given to a young (less than 40 years of age) radar engineer whose performance is particularly noteworthy as evidenced by contributions to the radar art.
5. The Warren D. White Memorial Award for major technical contributions, or a series of contributions, to the art of radar engineering. This contribution shall be evidenced to the radar community through technical papers, presentations, inventions or products.

6. The Outstanding Technical Panel Award for a Technical Panel's performance during the previous calendar year in one or more categories of (a) leadership and/or participation in AESS Conferences, (b) generation and maintenance of IEEE Standards, (c) generation and review technical papers in their fields of interest, and (d) support and technical guidance in potential new areas of application in their fields of interest.

7. The Outstanding Chapter Awards to one North American and one overseas Chapter whose performance is particularly noteworthy during the previous year in one or more categories of (a) AESS Conference support, (b) AESS membership drives, and (c) number of successful Chapter meetings

5.2. Chapters Committee

The Chapters Committee shall report to the V.P., Member Affairs and shall oversee world-wide Chapter activities. The Chapters Committee will:

1. Compile information pertaining to the organization and operation of AESS Chapters in the Sections, and disseminate this information to the Sections and to the Membership Committee
2. Maintain a list of current Chapter Chairpersons and encourage them to have IEEE E-mail addresses. Provide updated lists to the Secretary
3. Create and promote interest in the Sections for the formation of Chapters of the AESS
4. Work with Chapters and Sections to develop plans and methods for promoting successful Chapter meetings.
5. Provide occasional articles to Systems magazine about Chapter activities
6. Select recipients of annual Chapter-of-the-Year awards to a North American and an overseas Chapter
7. Assist in finding topics, media and speakers for Chapter meetings.

5.3. Constitution and Bylaws Committee

The Constitution and Bylaws Committee reports to the V.P., Administration and shall:

1. Maintain records of the Constitution, Bylaws, and Policies & Procedures of the Society

2. Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE Headquarters
3. Make recommended changes in the Constitution, Bylaws, and Policies & Procedures as necessary to conform with the development of the Society, its Board of Governors, and its membership and mode of operation.
4. Assist in developing the terms of reference of Society ad-hoc committees, and in monitoring their compliance with "sunset" termination rules.

5.4. Distinguished Lecturers Committee

The Distinguished Lecturers Committee reports to the V.P., Technical Operations. This Committee consists of a group of distinguished engineers, with particular expertise in some aspect of the Society's field of interest, who are available to give lectures at regional, section, or chapter meetings under AESS sponsorship. The Chairman of the Distinguished Lecturers Committee coordinates the activities of the Committee members, with the following specific duties:

1. Maintain and update, as required, the Policy and Operation document of the AESS Distinguished Lecturers Program.
2. Qualify lecturers to be placed on the list of AESS Distinguished Lecturers.
3. Approve lectures and the financial support of specific requests for lectures to IEEE Sections or AESS Chapters, based on the BoG policies for financial support, the program's current financial status versus budget and other considerations.
4. Approve expense reports by lecturers or the IEEE entities, after a lecture is given.
5. Provide publicity material on the Distinguished Lecturers Program to Systems magazine
6. Report to the Vice President, Technical Operations on the activities and status of the Program before each BoG meeting.

5.5. Education Committee

The Education Committee reports to the V.P., Education. It is responsible for liaison with the IEEE Educational Activities Board and for dissemination to Society members of information relating to educational services available from IEEE, particularly in continuing education. The Education Committee shall

coordinate and manage the initiation, preparation, and evaluation of continuing education courses according to AESS Board of Governors policy.

5.6. Ethics Committee

The President shall appoint a three member Ethics Committee, whose term shall be one year. The committee will elect one of its members as chair. The committee members may be re-appointed for a second one year term. The committee is chartered to review ethics problems (if any) of the Society or its members that are brought to the attention of the President. If the problem cannot be resolved by the committee, it shall be forwarded to the IEEE Ethics committee for review.

5.7. Evaluation and Planning Committee

The Evaluation and Planning Committee reports directly to the President of the Society. The Chairman shall be the Executive Vice President of the Society. The Committee shall consist of the Chairman, the senior past President of AESS, two members of the Board of Governors, and two other Society members.

1. The Evaluation and Planning Committee shall conduct a continuing study of the goals and directions of activity of the Society. It shall recommend, from time to time, general changes in the Five-Year Plan of the Society, as required by the IEEE Technical Activities Board, and shall maintain any necessary liaison with the IEEE Long Range Planning Committee.

2. The Evaluation and Planning Committee is responsible for comparing the performance of the Society against the goals as stated in the Five-Year Plan. It shall identify those areas where deficiencies exist and it shall recommend corrective actions. The Evaluation and Planning Committee shall submit a revised Five-Year Plan each year at the Winter meeting of the Board of Governors. The Committee shall make a detailed report at the first meeting each year of the Board of Governors, and interim reports, as required.

5.8. Fellow Evaluation Committee

The Fellow Evaluation Committee reports to the Executive Vice President. The duty of this Committee is to review the candidates' technically qualifying information as submitted by the nominators and, based on that information, evaluate whether the candidates' achievements rank on par with IEEE Fellows. The information considered by the Committee consists of the current year B-27 nomination form. Each evaluator independently responds to the B-27 information by completing a current year B-3 Form, which describes the evaluator's opinion of the candidate relative to the IEEE standards or perceived custom for election

to the Fellow grade as set forth in publication FG-2, Guidelines for IEEE Technical Council/Society Evaluation of Fellow Grade Candidates.

The Chairman of the AESS Fellow Evaluation Committee assembles the B-3 Forms from all Committee members and prepares a final ranked list of the candidates. The final list, Form B-93, describes the overall Committee opinion whether the candidate, as based on the information supplied on the B-27 Form, is qualified for election to the Fellow Grade. The Chairman forwards the B-93 Forms to the IEEE Fellow Committee, where final decision for election is made, after combining the B-93 with all the various qualified references. (The references may or may not be based on purely technical merit, and the AESS Fellow Evaluation Committee has no part in appraising the various references or arriving at a final disposition.)

Typically, the AESS Fellow Evaluation Committee must receive the B-27 and B-3 Forms no later than 15 April. The Chairman of the AESS Fellow Evaluation

Committee must forward the B-93 and B-3 Forms to the IEEE Fellow Committee no later than 15 June. The IEEE Fellow Committee is responsible for final determination and notification of successful and unsuccessful candidates.

5.9. Fellow Search Committee

The Fellow Search Committee reports to the Executive Vice President. The Committee is responsible for identifying competent candidates for IEEE Fellows and for assisting candidates to find sponsors and references and to complete the nomination process. Nominations must adhere to the IEEE instructions. The Committee activities are tied to the IEEE deadline for Fellows nominations in April of each year.

5.10. History Committee

The History Committee reports to the Executive Vice President, and shall establish and maintain a record of the Society and its predecessors for future reference. The History Committee will provide liaison between the Society and historical activities of the IEEE.

5.11. International Affairs Committee

The International Affairs Committee reports to the V.P., Member Affairs. This Committee assists in the coordination and facilitation of participation by the citizens of one country in the meetings occurring in another country. This Committee will normally offer its services to the Chairman of a Conference or other activity and provide expertise needed to assure such coordination.

5.12. Membership Committee

The Membership Committee reports to the V.P, Member Affairs and shall:

1. Supply information to IEEE members and Sections on the AESS Society and the advantages of membership in the Society.
2. Provide promotional material to the members and Sections, and plan membership drives.
3. Make recommendations to the AESS Board of Governors regarding acceptance of membership in a new non-IEEE Society as a basis for Affiliate Membership.
4. Maintain current information on the status of Society membership
5. Provide liaison to the IEEE membership development activities.
6. Report on the status of AESS membership and on Committee activities to the Vice President, Member Affairs prior to each BoG meeting.

5.13. Nominations Committee

The Junior Past President shall normally chair the Nominations Committee, which reports to the President.. The composition of the Committee and its duties regarding nominations to the Board of Governors are outlined in Section IV of the Bylaws. The Committee solicits nominations of distinguished engineers for positions of BoG members. The Committee Chairman presents the candidates to the BoG and chairs the elections of President, Executive Vice President and BoG members.

In addition, the Committee shall submit nominations for the office of Divisional Director to the IEEE Divisional Nominating Committee and names of potential candidates for IEEE Committees and Boards to the IEEE Nominations and Appointment Committee.

5.14. Professional Activities Committee

The Professional Activities Committee shall report to the V.P., Member Affairs. The committee shall be concerned with the non-technical professional issues relating to members of AESS. Examples of these concerns include: employment, career management, and intellectual property.

The Chairman of the Professional Activities Committee will serve as the AESS representative to the IEEE-USA Professional Activities Committee for Engineers

(PACE). PACE is responsible for providing information on professional issues and activities to United States' members. While AESS is an international society, many of the issues discussed in the United States also interest our non-U.S. members.

The AESS PACE representative will be invited to attend the annual Professional Activities Conference usually held each year over the Labor Day weekend. The meeting is held to distribute the latest information on issues and resources available from IEEE. A summary of the Professional Activities Conference shall be reported to the BoG and, if appropriate, the membership.

5.14.1. The Committee shall provide liaison with the Professional Activities Coordinators of the Society's parent Technical Division (Division IX), with the PACE Divisional Activities Committee, and with the IEEE National PACE Chairman.. The Committee shall maintain liaison with the U.S. Activities Board and its various committees on matters in which AESS has special competence.

5.14.2. The Professional Activities Committee will communicate with AESS members through the Systems magazine, via surveys and other mailings, and through presentations at AESS conferences. These communications should be used to inform members of issues of concern to engineering professionals such as ethics, patent rights, pensions, manpower and salary surveys, etc.

5.14.3. The Chairman of the Professional Activities Committee shall coordinate the development of position papers on legislation, policy, and regulatory issues in the technical fields of interest to the Society.

5.14.4. The Professional Activities Committee will be responsible for managing the Situations Wanted column that is run in Systems magazine to assist unemployed members. The column provides members with the opportunity to advertise their credentials and situations wanted for two months in Systems magazine at no cost. The Professional Activities Committee Chairman will support the magazine editor in responding to questions and in reviewing input for appropriateness.

5.14.5. The Professional Activities Committee will provide activities reports to the Vice President, Member Affairs before each BoG meeting (3 per year). An AESS Professional Activities Committee report will be sent to the Division IX PACE Coordinator before the PACE Conference & Workshop.

5.15. Public Relations Committee

The Public Relations Committee shall report to the V.P., Member Affairs. The Public Relations Committee is responsible for presenting information concerning the activities of the Society and its members to the public, to employers of Society members, to trade journals, and to other media. The Committee shall

coordinate, promote, and improve relations between the Society and the Government in all Society fields of interest.

The Chairman of this Committee shall be knowledgeable in technical public relations and shall maintain liaison with the IEEE Public Relations Office. The AESS Magazine Editor shall be a member of this Committee and shall assure coordination of its activity with the Systems Magazine

5.16. Student Activities Committee

The Student Activities Committee reports to the V.P., Member Affairs. This Committee coordinates the Society's activities in promoting and supporting student participation in the Society's activities. The Chairman works closely with the Chapters Committee to encourage the formation and active operation of Student Chapters. He also provides support to Conferences and IEEE regional entities that have programs aimed at students.