

IEEE Circuits and Systems Society Policies and Procedures

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Introduction

The IEEE Circuits and Systems Society (CASS) is a Society in the Institute of Electronics and Electrical Engineers (IEEE) Incorporation. IEEE is incorporated under the New York State Not-for-Profit Corporation Law. The policies, procedures and regulations by which CASS is governed are embodied in six documents. In order of precedence, the IEEE Constitution, which can be approved and amended only by the voting members of the Institute, contains IEEE's fundamental objectives, organization and procedures. Implementation of the Constitutional provisions, in specific organizational structures and procedures, is entrusted to the IEEE Bylaws, which are approved and amended by the IEEE Board of Directors. The third document is the IEEE Policy and Procedures. Its purpose is to provide more detailed statements of specific policies, objectives and procedures than are appropriate for inclusion in the Constitution and Bylaws. Statements of Policy and Procedures are approved and amended by the IEEE Board of Directors. The fourth and fifth documents are the CASS Constitution and Bylaws. The CASS constitution and bylaws can be amended in accordance to Article XI of the CASS Constitution. The sixth document, this document, is CASS Policy and Procedures. Its purpose is to provide more detailed statements of specific policies, objectives and procedures than are appropriate for inclusion in the Constitution and Bylaws. Statements of CASS Policies and Procedures are approved and amended by the IEEE CASS BoG.

The precedence of these six documents should be remembered by all those engaged in CASS management duties. If, having consulted these documents, questions of procedure or interpretation remain; inquiries should be addressed to the CASS President or the President's designee.

Acronym List

ACC	Awards Committee Chair
BoG	Board of Governors
CAS	Circuits and Systems
CASS	IEEE Circuits and Systems Society
DLP	Distinguished Lecturer Program
DL	Distinguished Lecturer
ED	Executive Director
EIC	Editor-in-Chief

ExCom	CASS Executive Committee
IEEE	Institute of Electronics and Electrical Engineers Incorporation
MOU	Memorandum of Understanding
VP	Vice President

Section 1 - Regional Activities and Membership

Regional Activities and Membership, conducted by the Regional Activities and Membership Division under are concerned primarily with the interests of the individual member in the locale of his home or place of employment, and with the activities of local groups of members such as Sections, Subsections, Chapters and Student Branches. The activities are coordinated within each of the ten IEEE Regions by the CASS VP – Regional Activities and Membership. The Regional Activities and Membership Division meets at least once per year.

1.1 SUPPORT OF NATIONAL PROFESSIONAL ORGANIZATIONS

Considering its international membership base, CASS will not directly provide financial support for CASS members involvement in national professional organizations.

Section 2 - Technical Activities

The technical activities of CASS are conducted by the Technical Activities Division under the aegis of the CASS VP Technical Activities. The Technical Activities Division meets at least once per year.

Section 3 - Distinguished Lecturers Program

3.1 DISTINGUISHED LECTURERS PROGRAM

CASS maintains a Distinguished Lecturers Program (DLP) under the direction of the DLP Chair. The formal term of appointment of a Distinguished Lecturer (DL) shall be for two calendar years. The goal of the CASS DLP is for Distinguished Lecturers to give a target of minimum 2 lectures per year at the invitation of local CASS Chapter Chairs.

3.1.1 DL Selection

The DLP Chair shall be responsible for soliciting a call for nominations to the Society's Technical Committee Chairs and the Board of Governors. The nomination process shall have a defined nomination period of eight weeks and all nominations should be returned to the DLP Chair with the nominee's name, full contact information, as well as their areas of expertise. As the nominations are received, the DLP Chair will contact the candidates to obtain a brief (100 word) biography, confirm contact information, and secure their list of lecture topics. If a nominee does not respond in a timely fashion, his/her non-response indicates lack of interest and his/her name will be dropped from the nomination list. A list containing a minimum of ten DLP candidates and three alternates must then be proposed to BoG each year. The BoG votes on the list in the year previous to the DL's elected term. The DLs are then appointed by the President.

3.1.2 Publicity

The Executive Director shall be responsible for causing information regarding the new class of DLs to be posted to the Society's Web page. Information about the DLP will be e-mailed at least annually to all CASS Chapter Chairs.

3.1.3 Eligibility

No Technical Committee Chair or Board of Governors member is eligible to serve as a DL during the term of their service or for one year immediately thereafter. Serving DLP lecturers who are elected as TC Chair or BoG member during their two-year term, can complete their term.

3.2 PROCEDURE

Requests for DLP visits must be addressed by the local Chapter Chair to the CASS DLP Chair, who can approve the requests subject to the available budget. Travel expenses related to DLP trips will be reimbursed to the Distinguished Lecturers after they file an IEEE expense report to the CASS Executive Director. An e-copy of the expense report has to be sent to the CASS DLP Chair and the CASS Administrative VP for approval.

Section 4 - Awards Activities

The awards procedures are administered by the Awards Committee Chair (ACC), who is appointed by the CASS President according to the CASS Bylaws each year, before January 15.

4.1 SOCIETY AWARDS

Society awards are: Mac Van Valkenburg, Charles A. Desoer Technical Achievement, Education, Meritorious Service, Industrial Pioneer, Belevich (alternate years), Chapter and Regional Chapters of the Year, CAS Pre-doctoral Scholarship #1 and #2 Awards. Prize paper awards are: Darlington, Guillemin-Cauer, Pederson, Young Author, TCSVT, TVLSI and TBioCAS.

4.2 PROCEDURE

The ACC recommends for appointment by the President the sub-committee chairs for each of the society awards and prize paper awards. In order to meet the stringent timing of the award selection process, the President appoints the new sub-committee chairs in the first week of his/her term. The Darlington and Guillemin-Cauer awards should be considered as a joint effort and only one sub-committee chair is to be appointed. Typically, sub-committee chairs should be selected as follows:

- ∑ Society Awards (excluding the Chapter of the Year award): past recipients of the respective award.
- ∑ Prize Paper Awards: present and/or past EICs of the corresponding transactions.

4.2.1 Nominations

A call for nominations for all the CASS awards is issued to the CASS membership every year by November 15. Nominations for prize paper awards are also solicited from the editorial boards of the publications. The deadline for nomination submissions (the nomination form and no more than 5 references) is February 15 of the following year at midnight at IEEE Headquarters in New Jersey. The subcommittee Chairs shall recommend at least 4 persons as members of their subcommittee. The Society President will consider these recommendations in appointing the membership of these subcommittees. For prize papers, members should be chosen among the present/past editors or associate editors of the corresponding transactions or related publications. This list shall be submitted for approval to the ACC before the submission deadline.

Each subcommittee shall receive the complete nomination material (and references/endorsements, if applicable) of the related award and decide on the recipient within at most two months. If a nomination does not contain all reference letters, then the subcommittee Chair shall ask the referees indicated on the nomination to submit their reference letter. The decision of each sub-committee must be duly submitted in written form by the subcommittee Chair to the ACC. As a best practice, the ACC will coordinate the efforts of the Society to ensure that at least three high-quality nominations are received for each award each year. Self-nominations are excluded. If a sub-committee feels that none of the received nominations meets the high standards necessary for a given award, an award may not be given in that year. This decision must be duly noted in written form to the ACC. The ACC will forward the final award decisions to the President who is responsible for informing the awardees and announcing the results to the BoG and the CASS membership.

In the event that a person is nominated for two or more Society awards, the appropriate sub-committees must confer with each other, the nominator(s), and the ACC to assure that no one is awarded two or more Society awards in the same year.

Nominators of nominations deemed acceptable for an award but not successful in winning will be contacted in time the following year by the CASS Executive Office and asked if they intend to put the nomination forward again for consideration for the same award. While a new nomination form and reference letters is not required, they may be updated at the nominator's choice. For a candidate nominated for two or more awards and winning one of those awards, the unsuccessful submissions for the other parallel nomination(s) will not be forwarded.

4.2.2 Conflict of Interest

Members of each sub-committee cannot nominate nor endorse nominations for the award category they belong to (e.g. a member of the VLSI Transactions Best Paper Award, cannot nominate or endorse any proposal for a prize paper), nor can one of their papers be nominated for any awards of the same category.

4.2.3 Procedure

The ACC and the CAS Executive Office will receive all nominations. Both will keep the nominations confidential. Nominations will not be accepted after the deadline. Preferably, the awards nomination procedure should be done using a web-based system. If so, the nomination web-system will be shut down after the deadline.

Section 5 – Administrative Activities

5.1 PETITION SIGNATURES

As specified by the CASS Constitution and Bylaws, CASS allows petition for BoG and ExCom nominations, the holding of certain meetings, the cancellation of certain meetings, etc.

5.1.1 Petitions for Nominations

All nomination petitions will include the name of the CASS member being nominated, the position for which they are nominated, AND THE IEEE NUMBER OF THE SIGNATOR. Valid petitions for BoG and ExCom positions allowed in the CASS Bylaws REQUIRE AUTHENTICATED ELECTRONIC SIGNATURES.

The Nominations Chair will submit a list of all nominated candidates, listed as eligible and non-eligible, to the members of the Nominations Committee.

5.1.2 Other Petitions

Petitions for other than nominations will include (1) a clear description of the matter being petitioned, (2) the authority for submitting the petition (e.g. a CASS Constitution or Bylaw Article), (3) the printed name and signature of each signator and (4) the IEEE number of the signator. Only original petition signatures are accepted. The sheet of original petitions will be mailed to the President or his/her designee.

5.1.3 Validation

The President, Executive Director, Administrative Vice President and, in the case of BoG and ExCom nominees, the Chair of the Nominations Committee, may scrutinize the validity of signatures. Invalid signatures will be deleted from the tally of signatures and, in no way, will diminish the count of those signatures deemed valid. In cases of controversy concerning the validity of a signature, a vote of the President, Administrative Vice President and, for nominations, the Nominations Chair, will be binding.

5.2 CONSTITUTION AND BYLAWS CHAIR

The Constitution and Bylaws Chair advises the President and other officers, committees, and members on matters of parliamentary procedure and interpretation of the CASS Constitution, Bylaws and this Policies & Procedures document. The C&B Chair's role is purely an advisory and consultative one - since parliamentary law gives to the President alone the power to rule on questions of order or to answer parliamentary inquiries. Accordingly, any appeal on a C&B Chair ruling will be to the CASS President.

5.3 ELECTRONIC COMMUNICATION AND WEB PRESENCE

5.3.1 Conference Call or Web-Based Meetings

Members of the BoG or ExCom can participate electronically in meetings.

5.3.1.1 Notification

Those wishing to electronically participate in a meeting will so notify the ED ten days prior to the meeting. The ED will be responsible for facilitating such participation. At a minimum, an audio connection allowing real-time communication to those assembled and others electronically participating (*e.g.* a conference call over a speaker phone) is required.

5.3.1.2 Secret Ballots

Those participating in meetings electronically can designate a proxy prior to the meeting in writing. The proxy designee must be a voting member of the assembly. The proxy will vote in lieu of the electronically participating member (1) only on motions decided by secret ballots and (2) only concurrently with the participation of the electronically participating member.

If a written proxy is not submitted prior to the meeting, the electronic participant will not vote on secret ballots.

5.3.2 e-mail

5.3.2.1 Alias Lists

Coordination and maintenance of e-mail alias lists is the responsibility of the Executive Office. At minimum, there will be alias lists for the BoG and ExCom. Other alias lists may be designated by the President.

5.3.2.2 Electronic Voting Results

When, in accordance to procedures in the CASS Bylaws, vote is taken electronically, the President, when informing the body of the vote's results, will identify the votes of all voting members.

5.3.3 Webmaster

The CASS web page will be maintained by the CASS Executive Office under supervision of the President.

5.3.4. e-Discussions

The use of electronic media (*e.g.* e-mail, discussion site, teleconferencing, wiki, etc.) is encouraged for discussing issues and proposals among the BoG members between meetings. In line with the facilities offered by IEEE, the CASS Executive Director under supervision of the President shall provide the infrastructure as needed. All electronic debate concerning sensitive personnel and volunteer matters is however discouraged.

Section 6 - Publication Services and Products

All publications of CASS are under the jurisdiction of the CASS VP Publications.

6.1 EDITORIAL POLICY

The editorial policy and technical scope of the journals sponsored by CASS are determined by the Society, within the framework and policies established by the IEEE Publication Activities Board and the IEEE Board of Directors. Implementation of these policies shall be the responsibility of the Editor-in-Chief of the publication, who will have editorial independence unless a complaint is filed. Unless administratively rejected, all papers must have at least two reviews independent of the editor or associate editor. To avoid financial penalties from IEEE, EICs will work to adhere to fiscal page budgets, approved by the BoG in the

preceding year on recommendation of the Publications Division, while simultaneously maintaining the high-quality characteristic of IEEE publications.

6.1.1 Publication Criteria

6.1.1.1 Novelty and Quality

The major criteria for publication of manuscripts in the publications sponsored by the IEEE CASS shall be novelty and quality, based on the recommendation of the independent reviewers, and determined by the Associate Editor assigned to the manuscript.

6.1.1.2 Field of Interest

Using broad interpretation, EICs will adhere to the scope of interest for their magazine or transactions as approved by the BoG.

6.2 ORIGINALITY OF SUBMISSIONS

6.2.1 Plagiarism

Circuits and Systems Society publications and conferences follow the guidelines, processes and definitions as provided by the IEEE Publications Services and Products Board (PSPB).

Reference: http://www.ieee.org/web/publications/rights/Plagiarism_Guidelines_Intro.html.

Authors are required to submit material that is original and that has not been published, or submitted for consideration, elsewhere. Authors who plagiarize the work of others shall be subject to sanctions by IEEE. Such behaviour constitutes a misdeed and is subject to the IEEE rules of Member Conduct. Instances of suspected or documented plagiarism shall immediately be brought to the attention of the Editor-in-Chief for notification to IEEE. The Editor-in-Chief will inform the CASS VP Publications and the IEEE Staff Executive – Publications that an investigation has begun, and will form an independent committee of technical experts in the subject matter of the submission. The Editor-in-Chief shall not be a member of this committee and shall remain as independent as possible. The committee will provide its findings and a recommendation for action concerning the submission. The Editor-in-Chief will provide those recommendations to the CASS VP Publications and the PSPB Chair. The PSPB Chair will contact the author(s) to both explain the charges and provide an opportunity for response. Corrective action will be taken by the PSPB Chair and may include apologies to plagiarized authors and suspension of publication privileges for 1 to 5 years in CASS and, possibly, all IEEE publications. For additional detail, refer to IEEE PSPB Operations Manual on plagiarism at:

http://www.ieee.org/web/publications/rights/Section_822.html.

6.2.2 Duplicate Submissions

If authors have used their own previously published material as a basis for a new submission, they are required to cite the previous work(s) and very clearly indicate how the new submission offers substantively novel or different contributions beyond those of the previously published work(s). Duplicate submissions arise when a manuscript contains substantial parts of a previous publication or simultaneous submission of the same author(s) or when an entire manuscript exactly mirrors a second manuscript by the same authors submitted to another journal. Journal papers based on previous conference publications are not considered duplicate submissions. Duplicate submissions without citing an author's previous work is subject to sanctions by CASS and by IEEE as listed below.

1. All manuscripts submitted to CASS discovered to be duplicate submissions shall be immediately rejected.
2. All authors (that is, any single, paired, or group of authors) of the duplicate submission(s) shall be prevented from submitting new manuscripts for the period of one year from the date of sanction.
3. Any manuscripts already under review by the Society by any of the authors of the duplicate submission(s) will have his/her/their manuscripts returned to them immediately, regardless of the stage of peer review. In this way, innocent co-authors will be not harmed by having their manuscript rejected; but the manuscript will automatically be classified as withdrawn from consideration by the Society.

Identification of duplicate submissions shall be brought to the attention of the Editor-in-Chief and should be appropriately documented. Notification of sanction for duplicate submission shall be to the author(s) from the CASS VP Publications with copies to the Editor-in-Chief and the IEEE Vice President-Publication Activities.

6.3 Appeal of Editorial Decisions

Authors wishing to appeal the decision of an Associate Editor shall make a request, in writing, to the Editor-in-Chief. If the Editor-in-Chief believes that additional, independent review is warranted, the Editor-in-Chief may select independent reviewers. In the event the author(s) wishes to pursue the matter further or for any other issues concerning the Editor-in-Chief, the author(s) shall present the issue, in writing, to the Vice President-Publications. The Vice President-Publications, with the advice and consent of the Publications Activities Division, will decide the issue. This decision shall be communicated to the author by the Vice President-Publications. In the event of a challenge to reviewing or publishing actions which cannot be resolved at the Society level, the IEEE Vice President of Publications shall be the IEEE officer with cognizance of the appeals process. An appeal of an editorial decision must be submitted within 60 days of final notification of the decision to the IEEE Staff Executive, Publications, who will acknowledge receipt of the appeal and inform the IEEE Vice President of Publication Activities within 30 days. The IEEE Vice President of Publication Activities shall, within 30 days of receipt of a written appeal, determine whether the dispute merits a formal arbitration process. For arbitration, the Vice President of Publication Activities shall appoint an individual who shall, in consultation with all the parties to the dispute and with the assistance of knowledgeable members of the professional community, assess the merits of the dispute and recommend a resolution. The recommendation shall be presented to the IEEE Vice President of Publication Activities for review within 120 days of the receipt of the complaint. The decision, which shall be binding on the IEEE entity which is party to the dispute, shall be made within 15 days of the receipt of the recommendation by the IEEE Vice President of Publication Activities, and shall be reported to the IEEE Publication Activities Board.

6.4. Manuscript CASS.

All IEEE Transactions entirely sponsored by CASS will use Manuscript CASS.

6.5 Society Procedures for Publication Volunteers

All IEEE Circuits and Systems Society publications have established procedures to ensure that no one can acquire unauthorized access to privileged information. The procedures ensure that the identities of reviewers for papers authored by editors or other publication volunteers are not divulged to the authors and cannot be accessed by them. In particular, manuscripts submitted by editors and other publication volunteers are handled by another member of the editorial board; reports and recommendations for volunteer-authored papers, when submitted to the author, omit the names and other identifying information for reviewers; and access restrictions to ensure reviewer privacy from authors are also enforced in the electronic publication management systems used for IEEE Circuits and Systems Society publications.

Section 7 – Technical Meetings Activities

Technical meetings, including Conferences, Symposia, and Expositions activities of CASS, are conducted under the jurisdiction of the CASS Vice President - Conferences, and shall follow the IEEE guidelines for organizing such technical meetings.

7.1 IEEE MEETING RESOURCES

Meeting organizers are encouraged to consider the following services offered by IEEE.

Σ I E E E C o n c e n t r a t e d B a n k i n g ,
http://www.ieee.org/membership_services/services/financial/treasury/concentration.html, allows managed centralized banking and easy conference closing of conference finances.

- Σ IEEE Conference Management, http://www.ieee.org/conferences_events/conferences/mcm_services.html, assists with contract negotiation, meeting management and on-site help.

7.2. SANCTION OF TECHNICAL MEETINGS

Technical meetings shall require the following approvals in order to be held under the auspices of and/or with the support of CASS.

7.2.1 Publication Guide Adherence

All CASS-sponsored Technical Meetings, and all CASS-co-sponsored meetings where all other co-sponsors are IEEE Societies or Councils, will adhere to procedures contained in the guidelines http://www.ieee.org/conferences_events/conferences/organizers/index.html. These include but are not limited to (a) a 15% to 20% projected surplus, (b) differential registration fees between IEEE and non-IEEE members, and (c) signatory authority on all bank accounts by two CASS volunteers (VP Conferences and Administrative Vice President) and the signature of the IEEE Staff Director - Financial Services or designee. Exceptions to this policy can be made with the majority approval of the President, Past President, President Elect and Administrative Vice President.

7.2.2 Criteria for New Conferences

7.2.2.1 New Sponsored or Co-Sponsored Conferences

New Conferences in which CASS is the sponsor or co-sponsor shall require the following clearances:

1. Review by the CASS VP Technical Activities
2. Approval by the Conference Activities Division, including approval of the proposed budget
3. Budget review by the CASS Administrative Vice President

Subsequent notification shall be made to the cognizant Society Chapter Chair and IEEE Regional Section Chair.

7.2.2.2 New Technical Committee Workshops

New workshops sponsored or co-sponsored by one or more of the Society's Technical Committees or Chapters, or with other organizations, shall require the following clearances:

- (1) Approval by the cognizant Technical Committee(s).
- (2) Approval by the Conference Activities Division, including approval of the proposed budget

Subsequent notification shall be made to the cognizant Society Chapter Chair and IEEE regional Section Chair.

7.2.2.3 Meetings Having "Technical Cooperation" or "In Cooperation" Status

Technical meetings for which the Society provides no direct financial sponsorship shall require the approval of the Conference Activities Division. The Vice President-Conferences will subsequently read these actions into the minutes of the ExCom.

7.2.3 Ongoing or Repeating Technical Meetings

Technical meetings of any description in which the Society has previously participated require approval by the Conference Activities Division, which includes approval of the proposed budget. For ongoing or repeating technical meetings having "technical cooperation" or "in cooperation" status, approval of the Conference Activities Division shall be required for each instance of CASS participation. The Vice President-Conferences will subsequently read these actions into the minutes of the ExCom.

7.2.4 Report to BoG

The CASS VP Conferences will report to the BoG concerning all conferences with which CASS is associated.

7.3 CONFERENCE BUDGETS & CONTRACTS

7.3.1 Budget Adherence

Every technical meeting with sponsorship by CASS is expected to follow its budget. The meeting will discharge all of its debts and meet the surplus as committed in the original budget.

7.3.2 MOU's AND CONTRACTS

All contracts and MOU's between CASS with other organizations (e.g. meeting management and hotel contracts) must be approved by the Administrative Vice President with the advice of the ED.

7.3.2.1 Hotel Booking Agents

It shall be the policy of CASS not to use booking agents whose specific purpose is to engage hotel sleeping rooms on behalf of conferences, workshops, or other technical meetings, and who derive their income from direct payment or commission. When the meeting organizing committee believes an exception to this policy is warranted, a recommendation from the Conference Activities Division followed by the express, written approval of the ExCom shall be required.

7.4 MEETING ORGANIZATION COMMITTEE EXPENSES

No expenses for the meeting organization committee (e.g. travel, complimentary rooms, and registration waivers) are to be charged to the conference unless explicitly included in the conference's approved budget.

7.5. CONFERENCE RECORDS

7.5.1 Adherence to Electronic Publication Criteria

All CASS conferences are required to adhere to IEEE's electronic submissions as outlined on http://www.ieee.org/conferences_events/conferences/organizers/pubs/conference_publications.html. Failure to do so will result in fees charged by IEEE for noncompliance.

7.5.2. Post-Conference Distribution

IEEE's Conference Publication Program (CPP) handles the acquisition and exclusive post-conference distribution of conference content for conferences sponsored and co-sponsored (either financially or technically) by IEEE organizational units such as CASS, according to the guidelines published on http://www.ieee.org/conferences_events/conferences/organizers/pubs/cpp.html. The CASS Vice-President Conferences submits any Conference Publication Form for a conference fully sponsored by or co-sponsored for at least half by CASS.

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7.6 Conference Closing

Any technical meeting in which the Society has a financial participation and that is an "approved" IEEE meeting shall meet the requirements of IEEE for speedy closing, and shall not incur penalties for late closure, except with the express, written permission of the CASS Vice President-Conferences and the Administrative Vice President. Conferences must be scheduled to close within six months of the event, to avoid the fines that IEEE imposes on CASS for conferences that close late.

7.7 E-MAIL AND OTHER MAIL LISTS

All e-mail and postal mailing lists generated by technical meetings sponsored solely by CASS are solely owned by the Society and may be used only in conjunction with normal CASS-sponsored activities, as approved in writing by the Society's Executive Director. Such permissions will be given on a one-time-use-only basis and with the understanding that the technical meeting using the e-mail or postal mailing list will provide any modifications, additions, or deletions back to the Society, or its designated agent for e-mail or postal mailing lists, upon completion of the technical meeting. Further, should a cost be incurred by the Society's designated agent for e-mail or postal mailing lists to provide said lists, the technical meeting may be charged a fee to cover those costs.

Section 8 Financial Matters

Financial matters are under the jurisdiction of the CASS Administrative Vice President. The following policies have been established to ensure that volunteers and staff have a clear understanding of and shall carry out their responsibilities regarding the functions and administration of the financial aspects of CASS.

8.1 ASSET AND LIABILITY MANAGEMENT

Adherence to the policies in this section regarding Asset/Liability Management shall be the same inside and outside of the United States, except where local laws and regulations prohibit compliance. This compliance outside the United States should be to the maximum extent possible.

8.1.1 Asset Management

All CASS Geographic Units and all conferences must use an electronic bank account with IIEEE. It is the policy of IIEEE that all bank accounts for IIEEE Meetings provide for the signatures of at least two volunteers and the signature of the IIEEE Staff Director - Financial Services or designee. The two volunteers are the CASS VP Conferences and the CASS Administrative Vice President. In countries where this policy is prohibited or otherwise cannot be practiced, a procedure can be approved by the CASS VP Conferences and Administrative Vice President that is in conformance with the intent of the policy to provide competent fiscal oversight of CASS accounts.

8.2 BUSINESS EXPENSE REPORTING

8.2.1 Travel Policy and Funds

It is CASS policy to reimburse reasonable, authorized travel expenses. This includes travel of Officers and Board Members to attend the meetings of the Executive Committee and the Board of Governors. Travel of Officers to represent the CAS Society at IIEEE meetings and travel of CASS representatives to the meetings where they represent the CAS Society must be pre-approved by the CASS President.

Travel reimbursement guidelines are detailed in the CAS Travel Guidelines http://ieee-cas.org/wp-content/uploads/2011/01/CASS_Travel_Policy_March2011.pdf. Reimbursable expenses include the direct travel (economy airfare, taxi/bus fare, car mileage) to and from the meeting place, and single-room lodging and meals (when not provided as part of the meeting) from the night before through the night after the meeting. Expenses not directly related to the meeting, such as conference registrations, phone calls, bar tabs, are not reimbursable. Exceptions to these rules, such as the use of business class and above, must be approved in advance by the CASS President and IIEEE; reasons considered include medical necessity. Volunteers are strongly encouraged to compare prices with those available via e-mail from IIEEE Travel Service http://www.ieee.org/membership_services/services/travel/index.html. Persons claiming the reimbursement of travel expenses must send an IIEEE expense report, with scanned expense receipts, to the CASS Executive Director, and must send at the same time an e-copy of the expense report to the Administrative VP for him/her to grant approval within two weeks after receipt.

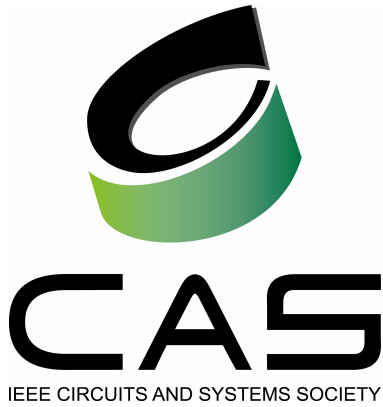
8.3 CONTRACTS WITH OUTSIDE VENDORS AND CONTRACTORS

All contracts or MOUs between CASS and organizations or contractors external to IIEEE must be approved by the Administrative Vice President with the advice of the ED. For large contracts, consultation with IIEEE advisory services is encouraged.

Section 9 – Legal Matters

9.1 THE CASS LOGO:

The emblem of CASS will be protected by legal registration. The emblem, “CAS” and “CASS” is to be used only in connection with official business of CASS. The CASS emblem may be incorporated in the design of awards, or for similar purposes, provided that the total emblem is used without any modification.



9.2 INDEMNIFICATION

CASS Officers and BoG members will be indemnified by CASS when (1) CASS and IEEE Policy has been followed and (2) there is no associated criminal act.

Section^[hz2] 10 – The CASS Calendar

The following calendar serves as a guideline for actions normally practiced annually by CASS staff and volunteers.

JANUARY	
	Update web pages, databases, rosters for new year
	Order letterhead, envelopes, bus. cards for president
	Appointments of reps to various committees
	TAB Organization Roster due by end of month
	Poll BoG members for division preferences
	Circulate announcement after div. pref. are made
	Contact newly elected Fellows & request venue preference for certificate presentation
~ January 15	Circulate award nominations announcement to all
Last week in January	Circulate reminder – awards nominations due Feb. 1
	Finalize venue of first ExCom meeting
	Finalize contract & billing with hotel for ExCom mtg
	Request Excom to submit hotel reservations (~2-3 weeks)
	Send Excom agenda items request (~2-3 weeks)
	Set P.O.s for current year, incl. EICs & other vendors
	Create Certificates of Appreciation
	Other misc. requests for the new year

JANUARY - MARCH	Begin updating CAS Directory
JAN - FEB	Update DLP program
FEBRUARY	
1 st	Society Awards Nomination Deadline
First week	Prepare award nominations 'packages'
	Send award packages to Awards Committee Chair (at times Chair has requested they be directly sent to subcommittee chairs)
	Reminder regarding ExCom lodging
	Reminder regarding ExCom agenda items (usually 2-3 reminders)
	Set ExCom agenda, and distribute w/attachments
	Begin preparations for ~30 side meetings at ISCAS (several steps involved, and numerous reminders)
February 15	Deadline for awards nominations.
MARCH	
	Begin arrangements with ISCAS mtgs. hotel rep
Early-mid month	ExCom meeting
	Follow-up on action items from ExCom meeting
	Minutes due 3 weeks after ExCom meeting
End of month	Awards Committee Chair to provide recipient names
APRIL	
	Request reports from Technical Committee Chairs
	Request BoG agenda items from officers
	Letter is sent to award recipients. They must indicate preference of venue where to receive award, and submit a W-8/9 form.
	Request certificates and plaques for awards
	Request checks for awards (must have W-8/9 forms)
	Certificates, plaques, checks either brought to or shipped to specified place indicated by conf. organizers (ISCAS, DAC, ICCAD or ECCTD)
	Prepare awards list for conference programs, Awards Committee Chair, President (various formats)
Mid-month	Call for BoG agenda items (2 weeks lead time)
	Reminder for agenda items – one week later
	Send all reminder to register for ISCAS with side meeting announcement
	BoG agenda items and attachment due, TC reports due

MAY	
~ 1st	Circulate BoG/ExCom election announcement
	Start preparation of BoG agenda (should be distributed 20 days prior to meeting – if any C&BL amendments, MUST be distributed 20 days prior to meeting)
	Begin final stages of ISCAS side meetings arrangements (finalize room assignments, menus, etc. with hotel)
	Send note to award recipients re: special seating
	Frame fellow certificates (request dummies in March)
Mid-month	Send reminder for BoG nominations
	Final reminder for BoG nominations – 1 week prior to due date of June 1st
End of month	Distribute ISCAS side meeting schedule to all
	BoG/ExCom meeting at ISCAS (Sunday prior to conf)
JUNE	
1st	BoG Nomination deadline
	Prepare material (bios & position statements) to send to IEEE for ballot preparation All petition nominations must be checked for member status (each endorser's record)
	Send BoG election document to IEEE for preparation of ballots
	Proofread document after IEEE prepares typeset version
	Follow-up on BoG action items
	Minutes due 3 weeks after BoG meeting (also minutes from ExCom meeting, if held at ISCAS)
15 th	IEEE to send BoG election ballots to CAS members
JULY	
Beginning of month	Send ExCom (officer) election nomination announcement
	Start preparations for Fall ExCom meeting
Mid-month	Request lodging requests for ExCom meeting
	Request ExCom agenda items (2-3 weeks prior)
AUGUST	
Beginning of month	Send reminder re ExCom election nomination deadline
	Send rooming list to hotel for ExCom meeting
Mid-month	Distribute ExCom agenda with attachments
	Finalize arrangements at hotel for ExCom meeting

End of month or early Sept.	ExCom meeting
SEPTEMBER	
1 st	ExCom (officer) nomination deadline
	Compile bios and position statements for election ballot (request from candidates, if not provided)
	Send document to nomination chair for final slate
	Send election document to IEEE
	Proof document from IEEE & approve mailing
	Minutes due 3 weeks after ExCom meeting
	Begin preparation for November BoG meeting (announcement, schedule, hotel info, etc.)
	Begin hotel preparations for November meetings (BoG & other)
OCTOBER	
	Request BoG agenda items (send several reminders)
	Finalize menus for November BoG & other meetings
	Distribute BoG agenda and attachments, post on web
	Prepare BoG documentation in hard copy for meeting & ship to hotel
NOVEMBER	
Beginning of month	Announce ExCom & BoG election results
	BoG/ExCom meeting at ICCAD (Sunday prior to conference)
	Follow-up on BoG action items
	Minutes due 3 weeks after BoG meeting
DECEMBER	
	Review various items with outgoing president
	Review pending items with incoming president
ALL YEAR LONG	
	Update various web pages as information updates are requested
	Manage Membership promotions
	Manage Chapter activity requests
	Manage Society promotional material requests
	Update (web) Resolutions summary list as required
	Maintain active roster DB

Section 11 Other Policies and Procedures

11.1. CASS orientation seminar

In the beginning of the year, the Past President shall organize an orientation seminar (e.g., using telebroadcasting), covering the operations of the IEEE and the CAS Society for the benefit of incoming members of the BoG.

Section 12 – Modification of IEEE Circuits and Systems Society Policies and Procedures

Changes to this document can be made by a 2/3 (two thirds) vote of the CASS BoG present at a regularly scheduled BoG meeting.