

IEEE 802®

**Financial Workshop
LMSC Plenary – Albuquerque
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Documentation

- IEEE Constitution, By Laws, Policies, Financial Operations Manual (FOM), IEEE Meetings Organizational Manual
- IEEE-SA Bylaws & Operations Manuals
- IEEE Computer Society Constitution, By Laws, Policies and Procedures Manual
- IEEE 802 LMSC Policies & Procedures
- IEEE 802 LMSC Working Group Financial Operations

Red text indicates documentation with applicable rules

IEEE Policies (highlights)

Section 10.2 – Standards Meetings

- 10.2.2 – Standards Sponsors
 - ...These series of meetings operate on a break-even basis and are not operated to generate a profit in the long term...
- 10.2.4 – General approvals, endorsements, and responsibilities
 - All sponsors... budgets or expenses of US \$25,000 or greater shall submit the location, date, and subject matter of their meetings to the IEEE-SA Board of Governors (BOG) at least a year in advance on an annual basis.

IEEE Policies (highlights)

Section 10.2 – Standards Meetings

- 10.2.6 – Standards Meeting Budgets
 - The IEEE-SA BOG..., shall receive the budgets for all IEEE standards development meets... exceeds US \$25,000 per meeting...
 - For IEEE Standards meeting budgets that are greater than US \$25,000, failure to submit a budget may result in action from the IEEE-SA BOG.
- 10.2.7 – Standards Meeting Bank Account Signatures
 - ... signatures of at least two volunteers and the signature of the IEEE Staff Director – Financial Services...

IEEE Policies (highlights)

Section 10.2 – Standards Meetings

- 10.2.8 – Auditing of Standards Finances
 - All IEEE Standards Sponsor committees with actual or budgeted meeting income or expenses of US \$100,000 or more per year **shall** be audited by a professional independent source, outside the sponsoring organizational unit...
 - IEEE Standards Sponsor committees with more than US \$25,000 but less than US \$100,000 in meeting income or expenses per year **will** be audited on a rotational basis...

IEEE Policies (highlights)

Section 10.2 – Standards Meetings

- 10.2.16 – Contracting
 - ... All meeting contracts shall be maintained in a readily accessible file at the IEEE Standards Department for audit purposes
 - Executing contracts, see FOM.8
- 10.2.17 – Insurance
- 10.2.18 – Tax Liability

IEEE Financial Operations Manual

FOM.3 – Asset/Liability Management

- A. Asset Management
 - 2. Banking - ...All other IEEE Organizational Units **shall** conduct their banking through central IEEE treasury processes. (Policy 11.3.A.2)...
 - 3. Bank Account Signatures - ... All IEEE Geographic Units and Conference bank accounts **must** have the IEEE Staff Director, Financial Services as a signatory thereon. Procedures for handling bank account signatures **shall** be maintained in the IEEE Financial Operations Manual. (Policy 11.3.A.3).

IEEE Financial Operations Manual

FOM.8 – Contracts & Purchase Orders

- Process for Approvals
 - Contacts, agreements, and Memorandum of Understanding with a contact value of US \$25,000 or greater (as defined below), **shall** be reviewed by subject matter experts prior to the final approval and execution. IEEE units will initially “approve” contracts.
 - However, contracts in excess of US \$25,000, will be **“executed”** by authorized staff executives at the Operations Center in Piscataway, primarily within the IEEE’s Purchasing function...

IEEE Financial Operations Manual

FOM.8 – Contracts & Purchase Orders

- Control Limits
 - ...While any contract up to US \$25,000 in value may be executed locally, a copy must be sent to the Procurement Department for central record retention.
- Exception for Conference Hotel Contracts
 - The threshold for conference hotel contracts requiring ExCom approval prior to formal execution has been raised from \$250K to one million dollars

IEEE-SA By-Laws & Operations Manuals

- These manuals do not contain any financial regulations with respect to standards meetings.

IEEE Computer Society Documents

- **Constitution**

- Article V – deals with finances
 - Section 1 – deals with the ownership of Computer Society Assets.
 - Section 2 – deals with the conditions under which a Computer Society officer, member, employee or representative can financially obligate the Society or the IEEE.

- **By Laws**

- Article X – deals with standards activities. This section does not contain any financial regulations that apply to standards committees.

IEEE Computer Society Documents

- **Computer Society Policies and Procedures Manual**
 - Section 10 deals with standards activities and Section 12 deals with audit Committee. Neither section contains any financial regulations that apply to standards committees.
 - Section 16 – deals with finances. Section 16.7.I contains regulations on standards committees checking accounts.
 - Authorized signatories for the account must be approved by the appropriate CS vice president.
 - The CS executive director or his designee shall be a signatory for the account and receive a copy of the monthly account statements.
 - The balance of any checking account shall not be in excess of \$10,000 with the explicit approval of the appropriate officer of the society. Funds in excess of that amount shall be transferred to the CS.

IEEE Computer Society Documents

- **IEEE Computer Society Standards Activities Board Policies & Procedures**
 - Section 4.11 allows Computer Society Standards Committees (CSSCs) to recover their operating expenses.
- **Computer Society 2003 Technical Meeting Handbook**
 - This document does not apply to standards meetings. Section 2, page 32 contains information on IEEE Insurance coverage. Section 9 contains a standard “IEEE Computer Hotel Contract.”

IEEE 802 LMSC Documents

- **LMSC Policies & Procedures**

- There are two proposed additions to the P&P that will deal with WG financial operations.
- Section 5.1.6 Working Group Financial Operations and
- Section 6.2 Interim Sessions

- **Section 5.1.6 Working Group Financial Operations**

- Criteria for existence of a WG treasury and “operating with treasury”
- Obtaining permission for a WG to operate with treasury.
- WG subgroups may not operate with treasury.

- **Section 5.1.6.1 WG Financial Operation with Treasury**

- Detailed requirements for WG operation with treasury including requirements on financial accounts, handling of funds, reporting, approval of expenses and approval and execution of contracts and agreements.

IEEE 802 LMSC Documents

- **Section 5.1.6.2 WG Financial Operation with Joint Treasury**
 - Additional requirements when several WGs/TAGs operate with a joint treasury
- **Section 6.2 Interim Sessions**
- **Section 6.2.1 Interim Session Hosts**
 - Entities that may Host an interim session
 - The role of an interim session Host
- **Section 6.2.2 Interim Session Fees**
 - Authority to collect fees from interim session attendees
 - Allowable uses of interim session fees and contributions
- **Section 6.2.3 Interim Session Financial Reporting**
 - When financial reports must be submitted on an interim session.

Important URLs

- **IEEE Policies**

- http://www.ieee.org/portal/index.jsp?pageID=corp_level1&path=about/whatis/policies&file=index.xml&xsl=generic.xsl

- **IEEE FOM**

- http://www.ieee.org/portal/cms_docs/about/whatis/policies/fionopsmanual.PDF

- **IEEE-SA**

- <http://standards.ieee.org/>

- **IEEE Computer Society**

- <http://www.computer.org/csinfo/>
- <http://www.computer.org/standards/>
- <http://www.computer.org/conferences>

- **IEEE LMSC**

- <http://grouper.ieee.org/groups/802/index.html>

Contact Information

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Thank You

Questions?