



AUDIO engineering society, Inc.

SOUTH GERMAN SECTION

Gerhard Picklapp, Untere Weidenstr. 24, 81543 München

**An die
Mitglieder der AES South German Section**

AES
SOUTH
GERMAN
SECTION
COMMITTEE

AUFRUF ZUR TEAM-VERJÜNGUNG
EINLADUNG ZUM MITGLIEDER-TREFFEN

10. April 2009

Chairman:

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Liebe Mitglieder der AES South German Section,

sehr viel Zeit ist vergangen nach unserem letzten Rundbrief!

Mit diesem Aufruf möchten wir einen Neuanfang initiieren, frische Kräfte gewinnen für zukünftige Aktivitäten. Konkret geht es darum, für unseren Secretary/Treasurer Gerhard Picklapp und den Chairman Günther Theile Nachfolger zu finden! Auch sollte unser Team (das „Committee“) mit weiteren Mitgliedern besetzt werden mit dem Ziel, dass auf vielen – auch neuen – Gebieten der Audio-Branche diverse Initiativen angeregt werden und ein breiter fachlicher Gedankenaustausch zustande kommt.

Vice-Chairman:

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Unser Vice-Chairman Jens-Helge Hergesell ist bereit, für eine Übergangsfrist weiterhin im Raum Stuttgart Mitgliedertreffen und Veranstaltungen zu organisieren. Kürzlich haben Sie gerade wieder seine Einladung zu einem Mikrofon-Seminar mit Jörg Wuttke an der Hochschule der Medien bekommen.

Secretary/Treasurer:

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Wir bitten alle Mitglieder, einmal zu überlegen, ob eine aktive Mitwirkung im Committee in Frage kommt, eventuell auch als Chairman oder als Secretary/Treasurer. In der Anlage finden Sie die „AES Section Guidelines“, die den offiziellen Aufgabenbereich abstecken und entsprechende Regeln enthalten. Vielleicht könnte eine solche Mitarbeit u. U. auch aus beruflicher Sicht nützlich sein?

Es ist geplant, während der kommenden AES Convention in München den „Change“ zu vollziehen. Wir werden Ihnen die genauen Meeting-Daten noch bekannt geben. Bis dahin möchten wir die Reaktionen interessierter Kollegen und Kandidaten-Vorschläge sammeln. Wir freuen uns natürlich auch über alle weiteren Ideen, Anregungen, Beiträge und Fragen, die wir während unseres Treffens gemeinsam besprechen können. Vielleicht gibt es auch schon Vorschläge für weitere Treffen im süddeutschen Raum?

Mit vielen Grüßen,


Günther Theile


Jens-Helge Hergesell

AES AUDIO ENGINEERING SOCIETY

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Section Guidelines

Objectives

- Increase knowledge, stimulate interest, encourage interchange, and maintain high standards in audio engineering and education
- Hold meetings that support this (a minimum of five but up to 10 ten per year is recommended)

Government and Officers

- Governing body of a Section is the elected Executive Committee, consisting of:
 1. Chair, Vice Chair, Secretary and Treasurer (“officers”). The term in office normally is TWO years (sections may determine the term for their officers, which must be specified in the Section Bylaws.) The term is ONE year for all student sections.
 2. Committeepersons (as many as desired); terms may be TWO years (“staggered election” is recommended). ONE year for student sections.
- The Chair and the Vice Chair cannot succeed themselves without written permission from the Regional VP.
- Terms begin following Annual Meeting (Election meeting).
- Executive Committee meetings are held regularly (typically every month), and are for the purpose of planning the Section meetings and activities.
- One half of the members of the Executive Committee constitute a quorum at these meetings. Vote is by simple majority of those present.

Nomination and Election Procedure

1. Chair appoints Nomination Committee approx. 60 – 90 days prior to a regular Section Meeting declared in advance to be the Annual Meeting of the Section for the purpose of conducting the election.
2. Nomination Committee presents recommended slate of candidates to Executive Committee approx. 30 – 60 days before Annual Meeting. Candidates must be active, full members (students for student sections), and can be solicited from membership at meetings or via announcement. All candidates should provide written consent that they are willing to stand for election, and serve if elected.
3. A minimum of 30 days prior to the Annual Meeting, an Election Notice including the slate of candidates and their biographies should be mailed (or emailed) to all Section members, and posted on the Section website (if there is one)
4. Election held at Annual Meeting (prior to guest presentation or meeting topic).
5. Nominations from the floor at the Annual Meeting are acceptable, and may be the preferred nomination method for small sections.
6. Quorum for election and all business meetings, is fifteen section members or one half of the membership of the section, whichever is smaller.

7. A non-candidate member will supervise election.
8. All members of the AES in good standing are eligible to vote in elections for Section officers. (Only student members in good standing in Student Sections)
9. Voting may be by ballot or hand-count (so-called "proclamation").
10. Counting (simple majority wins) and announcement of results immediately.
11. Terms begin at Executive Committee meeting following Annual Meeting.
12. If quorum not present at Annual Meeting, a letter ballot is taken.
13. The Section Secretary should send election results to Regional VP and AES HQ promptly; these should include the names and contact information of all Section officers, both newly elected and continuing.

Officer Duties

Chair

- Preside at meetings of the Section and Executive Committee
- Schedule Executive Committee meetings and notify all of time and place.
- Approve selection of section meetings
- Invite and schedule presenters, make necessary arrangements
- Represent Section at AES Conventions and Region meetings, when attending
- Review and sign all legal documents pertaining to Section
- Advise other Executive Committee members in resolution of problems
- Ensure that Executive Committee decisions are implemented
- Assume responsibility for operation of Section
- Delegate authority as needed
- Organize nomination procedure and set election date

If you are elected Chair of the Section, you will have to act in several capacities. As principal executive officer of the Section, you should be a leader and be prepared to take the initiative in carrying out any action that you perceive to be necessary. You will be required to organize and chair the Section and Executive Committee meetings with a minimum of friction. In addition, you have to ensure that all of the Committee members are carrying out their allotted tasks.

When you are elected Chair, you will think that the job is somewhat ill-defined and you may believe there is not a lot of work to do. In most cases, you will become involved in the solution of numerous problems that keep you busy. Remember that the Chair of the Section is the one person to whom all members turn to for resolution of problems. In return, you will gain their respect if you do your job well. Do not, however, assume that you are personally responsible for doing *everything* to keep the Section operating. That's what the Executive Committee is for, so delegate authority *and* responsibility.

Vice Chair

- Attend all meetings
- Lead the meetings in absence of Chair
- Schedule and organize any workshops established by Executive Committee
- Assume special duties as delegated by Chair
- Assist Executive Committee members when required

If you are elected Vice Chair of the Section, you do not have an option to do nothing if the Chair is always present. The position of Vice Chairman is more than a stand-in for the Chair office. You should learn to observe the Section activities and become sensitive to strains and potential difficulties before they develop into recognizable problems. You can assist other members of the Executive Committee and reduce some of their burden if they are temporarily overloaded. (In many sections, the Vice Chair is responsible for organizing "special activities" of the Section, such as workshops or other events.)

Secretary

- Attend all meetings
- Prepare minutes
- Handle correspondence, notices, and forms

- Prepare meeting notices and ensure timely mailing or emailing
- Notify Regional VP and HQ of election results and committee contact information
- Send notices and newsletters to Regional VP and HQ
- Provide Section Report to Regional VP to include in Regional Report at AES Conventions

The Secretary prepares the minutes, correspondence, agenda, and other paperwork required for running the Section, including communicating with headquarters regarding section mailing labels if required. Typing ability is useful if you are elected Secretary, but do not assume that your primary function is as a typist. While not necessarily responsible for the writing and production of the Section newsletter (and website) the Secretary should supervise these activities to see that content and timeliness are properly maintained.

Treasurer

- Attend all meetings
- Prepare the budget for fiscal year with approval of Executive Committee
- Maintain financial accounts for the section
- Submit budget and financial accounts to Headquarters
- Approve and authorize payments for section expenses (Section checks require signature of two officers, typically Treasurer and Chair)
- Responsible for safekeeping of checkbook, fiscal records, cashbox.
- Collect payment at section meetings
- Deposit received funds to account in timely manner.

If you are elected Treasurer you will be responsible for the fiscal affairs of the Section. This includes monitoring the income from all sources, including those from International Headquarters as well as payment of checks. Budgeting is an important part of the job and you should have some familiarity with financial statements.

CASHBOX: At any meeting where, for example, a registration fee is charged or money collected for dinners, the Treasurer should bring a cashbox. Enough money should be provided in a form suitable for making change. There should be prior arrangements to bring the cashbox in the event of personal inability to attend.

Committeepersons

- Attend all meetings
- Assist Section Officers
- Provide support in special functions
- Plan and arrange for meetings and other duties as assigned by Chair or Executive Committee.

The Committeeperson is more than a helper. An active Committeeperson does not need to wait for a direct assignment or a call for help from the Executive Committee in order to assist in the smooth operation of the Section. A Committee member, duly elected by the Section members, is expected to carry whatever load is necessary to conduct the Section's business. You may be asked to stand in for a regular office holder, upon consent of the Executive Committee, in the event of incapacity of the office holder. You should therefore become familiar with the duties and responsibilities of the major Section offices and maintain an up-to-date awareness of these offices to be prepared to step in if called. A committee member may also serve as the Webmaster for the section web site.

Section Committee Meetings

The Section Committee meetings are the planning sessions where the lecture program is set up. Ideally, everyone on the committee should attend. A successful general meeting depends on inputs from as many committee members as possible, and on careful planning and diligent execution.

The Chair, acting either on their own or in consultation with other active officers, should call the meeting. The Secretary is instructed to contact all committee members, giving the place, time and agenda of the meeting.

Meeting frequency is largely up to the committee. It is strongly recommended however, that these

meetings be held on a regular basis in order to provide a coherent rhythm to planning. One of the greatest dangers to a section's continued success is a haphazard planning schedule.

Section Meetings:

The reason to have a section is to benefit members of the AES who reside in the geographical area of the section. Section meetings should be organized to be of educational value to those attending, although meetings of a social nature are by no means excluded. However, AES funding may be used only for meetings with an educational value. Light refreshments at a meeting may be included as a part of the costs of holding a meeting.

Meetings, lectures, workshops, etc. must not be of a commercial nature, to present specific products or companies, although the engineering merits of specific products or innovations may be presented.

To help the educational activities of sections, sections have the services of a Distinguished Speakers Bureau operated by AES headquarters. Section committees may use the bureau to request a speaker at a meeting, if the speaker is visiting the geographical area of the section. For further details, visit the AES web page <http://www.aes.org/info/speakers/> and discuss this with your VP.

Reports about section meetings should be sent to headquarters, and copied to your regional VP. There is now an online tool to enable these to be submitted electronically which can be found at <https://secure.aes.org/members/sections/reports/>, or via the member portal when section officers log in. Reports may be printed in the Journal of the AES (JAES), and posted on the AES web site to provide inspiration and ideas to other section that may wish to hold similar meetings. Your regional VP will use your reports to compile a report for the region to the Board of Governors at the two meetings held every year, and to report to the Executive Committee of the AES at any of their meeting held as necessary. Your VP may also request additional information about the activities of your section if it is found to be necessary.

Section Operating Budgets - Section Funding

The Audio Engineering Society provides funds to help individual sections to finance activities to support the educational activities of the AES. The method of financing is by disbursements from AES headquarters to sections that apply for support, documenting planned activities and the expected cost of these activities. The level of funding will depend on the number of AES members in the section, as well as the planned level of activities. Activities in the previous year may be used as a guideline. Sections are also encouraged to look for additional or alternative sources of funding and sponsorship to support their activities. Costs incurred due to non-members who may attend your meetings and other activities, are not funded by the AES. Specifically, the AES provides financial assistance for the following section activities:

- Costs incurred in organizing meetings of an educational nature, such as lectures, discussion groups, workshops, including cost of notices, venue rental, etc.
- Reasonable costs for travel, hotel and meals for one guest speaker per year.

Exceptions to these rules may be approved under exceptional circumstances, but specific separate application for funding is required. However, the AES does not provide funding for the following:

- Salaries (or other remuneration other than reimbursement for approved and documented out-of-pocket expenditures) of section officers, or of individuals hired to support the section.
- Non-educational activities, such as meals, parties, celebrations, etc.
- Travel for section members or section officers.
- Guest speakers honorarium
- Equipment and service purchase that benefit individuals, compensation for effort.

It should be noted that financing is provided for the collective benefit of section members, and not for the activities of individuals who may be section officers or others.

The total budget request for the section should be proportional to the number of members in the section. Most of the dues paid by the section members are used to provide members with the Journal,

either in printed or online form. A fraction of the total dues paid by the section members then is made available for local section organizational expenses. You should consult with your Regional Vice President about appropriate levels of support. A section with only the minimum membership of ten or fifteen will not be able to get funds for every category of expense that can normally be approved. Concentrate on organizational necessities, rather than niceties.

Funding Procedure

- At the start of each financial year the section treasurer should download and complete the section budget form, which includes a form confirming the names of committee members. The section committee change tool can also be used to record the names of current committee members. All forms, including the latest version of these guidelines, are available on the AES web site www.aes.org/section_information. There are four forms to document your costs for the previous financial year and for your expected expenses in the current year.
- These forms should be completed and returned to Christine Carleo <cec@aes.org> at Headquarters in a timely manner to assure funding for the following year. The information will be evaluated to determine an appropriate level of funding depending on the planned level of activities and the number of members in your section.
- Disbursements will be forwarded from headquarters to the section treasurer at appropriate intervals.
- The Section Executive Committee is expected to maintain a bank account for the sole purpose of receiving and disbursing section funds. All checks should require the signature of two officers (i.e. Chair, Vice Chair, Secretary, Treasurer).
- Expenses of a Section may be defrayed by voluntary contributions from Section membership or sponsors. Such contributions should be approved by Executive Committee, and should be non-binding.
- When “special events” are held (e.g. workshops, tours, etc.) that require additional funding, it is permissible to charge admission. It is suggested that a graduated fee scale be used, whereby Members pay \$X, Student Members pay \$0.5X, and Non-members pay \$2X.
- Some sections may receive permission to collect membership dues from their own members, and retain part of the proceeds to fund their own section activities. These sections must have permission to collect dues renewed by the Chair of the Regions & Sections Committee each financial year, which will normally be communicated to them by their Regional VP. The section treasurer or secretary must promptly supply headquarters a list of members who have paid their dues, to ensure that their membership continues without interruption. At the end of each financial year, the section treasurer or secretary must submit a complete financial record of the activities of the year, including all membership fees collected, all section expenses, and a record of their bank balance at the start and end of the year.

Policy on Funding:

- There must be regular notification to Headquarters of meeting activities. (Notices, reports, etc.).
- The financial report of the previous year’s activities must accompany the new budget request.

If either or both of these requirements are not met, funding will be withheld. No funds will be issued on account without backup.