

Report of Constitution and By-Laws Committee
IEEE Group on Electromagnetic Compatibility
18 November 1964

1. Rewriting of the Group Constitution and By-Laws has been completed. Valuable assistance was rendered the Committee by many persons, including Mr. Dinger, Mr. Garland, Mr. Grobowski, Mr. Hill and others. These revisions take into consideration:
 - a. The consolidation of the IRE and AIEE into IEEE.
 - b. The change in the title of our Group from "Radio Frequency Interference" to "Electromagnetic Compatibility".
 - c. The IEEE change from "Professional-Technical Groups" to "IEEE Groups."
 - d. The recommended or suggested By-Laws for Groups, as contained in the "Manual for IEEE Professional-Technical Groups" dated 1 Feb. 1963.
 - e. Recommendations of the Nominations Committee at the Administrative Committee meeting of 24 March 1964.
 - f. Sample Groups Constitutions and By-Laws provided to the Committee by Mrs. Bond of IEEE Headquarters on 24 March 1964.
2. The revised Constitution and By-Laws have been reproduced in a limited number of copies. Typing is doublespaced. It is suggested that members of this Administrative Committee each review these two revised documents. Such review should be with the objective of:
 - a. Compatibility between the two documents.
 - b. Removing from the Constitution those provisions that may be transferred to the By-Laws.
 - c. Reassessment of the Group's "Field of Interest" as set forth in the Constitution, and as related to the total Group responsibilities at the present time.
3. Upon completion of this review, it is suggested that all comments and proposed changes be forwarded to the Constitution and By-Laws Committee on or before 15 January 1965 for the purpose of consolidating and resolving such comments into final documents for submission to the next meeting of the Administrative Committee in March 1965.

Respectfull Submitted

Leonard W. Thomas.
Leonard W. Thomas
Chairman, Constitution
and By-Laws Committee

CONSTITUTION

IEEE Group on Electromagnetic Compatibility

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THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS
GROUP ON
ELECTROMAGNETIC COMPATIBILITY
G - EMC

CONSTITUTION

Article I

Name and Object

Section 1. This organization shall be known as the IEEE

Group on Electromagnetic Compatibility of the Institute of Electrical and Electronics Engineers, Inc.

Section 2. Its objects shall be scientific, literary and educational in character.

The Group shall strive for the advancement of the theory and practice of electrical and electronic engineering and of the allied arts and sciences, and the maintenance of a high professional standing among its members and affiliates, all in consonance with the Constitution and Bylaws of the IEEE and with special attention to such aims within the field of interest of the Group as are hereinafter defined.

Section 3. The Group shall aid in promoting close cooperation and exchange of technical information among its members, and to this end shall hold meetings for the presentation of papers and their discussion, and through its committees shall study and provide for the needs of its members.

Article II

Membership

Section 1. The membership of this group shall be limited to Members of the IEEE of any grade, including students, who have an interest in any phase of the field of interest of the Group.

Section 2. Any member in good standing of a recognized organization accredited by the Administrative Committee of the Group, by the chairman of the Professional Technical Groups Committee, and by the Executive Committee of the IEEE is eligible to become a Group Affiliate upon payment of the prescribed Affiliate's fee, provided he shall not have been an IEEE, IRE or AIEE member during the five years previous to his Affiliate application.

Section 3. Group affiliation may be maintained only so long as the individual continues membership in an accredited organization.

Section 4. A Group Affiliate cannot serve in an elective office in the Group or in a Chapter of the Group nor vote for candidates for these offices. An Affiliate can serve in an appointive office in the Group or a Chapter of the Group.

Section 5. A Group Affiliate is entitled to receive notices of all meetings sent to Group members, to receive copies of publications of the Group, to attend and participate in any function of the Group by payment of IEEE member charges, and to receive any award bestowed upon him by the Group.

Section 6. A Group Affiliate may not receive any IEEE benefits that are derived through IEEE membership except as approved by the Executive Committee of the IEEE.

Article III

Field of Interest

Section 1. The Field of Interest of the Group shall be the enhancement of Electromagnetic Compatibility (Electromagnetic Compatibility is defined as the capability of electronic systems or equipments to be operated in the intended operational environment at designed levels of efficiency without degradation due

to unintentional electromagnetic interference), including:

- (1) The generation of Engineering Standards,
- (2) Measurement Techniques and Test Procedures,
- (3) Measuring Instruments and
- (4) Equipment and Systems Characteristics, such as:
 - susceptibility
 - vulnerability
 - related propagation effects
 - subjective effects
- (5) Improved (interference reduction or control) techniques and components
- (6) Education in Electromagnetic Compatibility
- (7) Studies of the origins of interference, both man-made and natural, and their classification
- (8) Scientific, technical, industrial or other activities that contribute to this field, or utilize the techniques or products of this field, subject, as the art develops, to additions, subtractions, or other modifications directed or approved by the IEEE Groups Committee.

Section 2. The field of Interest of the Group may be enlarged, reduced or shifted moderately as the needs of the occasion indicate with the provision, however, that if it overlaps the field of interest of another group to the extent that conflict occurs, the Committee on Groups may draw up more exact lines of demarcation, and that if some other group wishes to enlarge their field to the disadvantage of this Group, that this Group will reasonably and in good faith consider the proposals and abide by any decision of the Committee on Groups.

Section 3. A sub-group may be formed and operated on any plan not inconsistent with the powers of the Administrative Committee of this Group. A sub-group formed in a Section shall be known as a Chapter. A Chapter may assist the Administrative Committee of this Group in the management of a national meeting, conference, lecture series, symposium or convention promoted by this Group in a Section. The Chapter may promote meetings of the Section in the Field of Interest of this Group, under the control and supervision of the Officers of the Section in which the Chapter is located.

Section 4. Promotion of local Chapters shall be a major objective of the Group, with the view of making Group Membership of greater value to the members. Such Chapters shall be under the general jurisdiction of the IEEE Section concerned.

Article IV

Management and Election of Officers

Section 1. The Group shall be managed by an Administrative Committee of fifteen (15) members of the Group. The Chairman of the Group on Electromagnetic Compatibility shall be an additional voting ex-officio member of the Administrative Committee.

Section 2. Election of the Members of the Administrative Committee shall be a method detailed in the Bylaws, which method shall include a suitable provision for nominations by Group Members who are not Members of the Administrative Committee.

Section 3. The terms of office of the Members of the Administrative Committee shall be three (3) years, five (5) of the members being elected each year.

Section 4. The Administrative Committee in accordance with the procedures detailed in the Bylaws shall annually elect officers from its members, consisting of a Chairman, Vice-Chairman, Secretary, and Treasurer. The terms of these offices shall be for one year.

Section 5. Within-term vacancies on the Administrative Committee shall be filled as detailed in the Group Bylaws.

Article V

Powers, Privileges and Duties

Section 1. It shall be the duty of each member of the Group to vote on matters which are submitted in a referendum to the membership. Each member shall keep the Administrative Committee informed concerning his views and may attend any meeting of the Administrative Committee. He shall be allowed the floor at any meeting but may not make motions, vote, or preside.

Section 2. The Chairman, under the direction of the Administrative Committee

shall call all regular and special meetings of the Administrative Committee, general meetings of the Group, and the Annual Meeting of the Group, and shall preside at all such meetings. He shall coordinate all activities of the Group and have such other powers and perform such other duties as may be provided in the Group Bylaws, or as may be delegated to him by vote of the Administrative Committee. It shall be his duty to see that the orders and resolutions of the Administrative Committee and of the IEEE Groups Committee are carried out. The Chairman shall be an ex-officio member of all Standing Committees and of the IEEE Groups Committee. He may vote in the Administrative Committee if necessary to break a tie, and may vote during the election of officers. The Chairman, as an ex-officio member of the IEEE Groups Committee, shall represent the Group at meetings of this Committee. He may delegate such representation to another officer or Member of the Administrative Committee by a letter to the Chairman of the IEEE Groups Committee.

Section 3. The Vice-Chairman shall assume the duties and have the powers, duties, privileges, and responsibilities of the Chairman during the latter's absence or incapacity and shall in general assist the Chairman in fulfilling his duties. He shall become Chairman upon the death, resignation, or permanent incapacity of the Chairman.

Section 4. The Secretary shall be responsible for all reports, petitions, and records concerning the Group. He shall keep true and faithful minutes of all meetings of the Administrative Committee and general meetings of the Group, and shall make such reports of his activities as may be required by the Administrative Committee, the Groups Committee, or the IEEE Executive Committee. He shall be responsible for sending out notices according to instructions of the Administrative Committee or required by the Group Bylaws.

He shall keep in his files copies of all meeting notices, minutes of meetings, letters and bulletins sent and received for at least seven (7) years, except for those which may be specifically assigned to the custody of others. In the absence of the Chairman and Vice-Chairman, the Secretary shall perform the duties of the Chairman.

Section 5. The Treasurer shall be responsible for maintaining an accurate record of expenses and income, maintaining close liaison with IEEE Headquarters, and shall advise the Administrative Committee of the status of G-EMC finances and of the availability of funds for proposed activities. He shall prepare the budget, under the direction of the Chairman and the Administrative Committee. He shall propose action, as required, to maintain a balanced budget. The Treasurer may utilize the services of IEEE Headquarters as bursar, in which case funds will be handled under rules established by the Executive Secretary of the IEEE. If not, the Treasurer shall receive and deposit all monies in his name as such officer of the Group in such depository as shall be named by the Administrative Committee with drawable on his signature. Disbursements shall be made only as ordered by the Administrative Committee.

Section 6. The newly-elected Chairman, Vice-Chairman and members of the Administrative Committee shall assume office on the first of July of each year, unless a different time is provided by Bylaw.

Section 7. The Chairman, as soon as expedient after election, shall appoint the standing committee as provided by the Bylaws. Special committees authorized by the Administrative Committee shall be appointed by the Chairman. Members appointed shall serve until their successors are appointed or the Committee dissolved.

Section 8. Vacancies occurring in any elective office shall be filled by appointment by the Chairman until the next regular or special meeting of the Administrative Committee, at which time an election by the Administrative Committee to fill such vacancy shall be held and a notice of which shall be in the call of the meeting.

Section 9. Monies held by or for the Group legally belong to the IEEE, and such monies shall not be expended for purposes known to be inimical to the interest of IEEE.

Section 10. No officer or member of the Administrative Committee shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for any amount in excess of the funds allocated to the Group for operation and authorized by the Administrative Committee.

Section 11. No officer of the Group or member of the Administrative Committee shall receive, directly or indirectly, any salary, traveling expenses, compensation, or emolument from the Group as an officer or in any other capacity unless authorized by the Administrative Committee or by the Bylaws of the Group.

Article VI

Financial Support

Section 1. The Group shall not charge dues.

Section 2. The Group may make registration charges at its Group Meetings, conferences, lecture series, symposia, or conventions. The registration fee for non-IEEE members may be higher than for IEEE members or affiliates of the Group.

Section 3. The Group shall not make registration charges at a meeting, conference, or convention which it operates as part of a Section, Regional, or International Meeting, Conference or Convention.

Section 4. The Group may make assessments on its members and affiliates for publication and additional purposes.

Section 5. The Group may raise revenues by other means, such as advertising, shows, requests for contributions, etc., provided such means do not conflict with policies and revenue means of the IEEE, or encroach on revenue fields of prior established Groups or Sections. The Group must receive from the General Managers of the IEEE an opinion that a proposed method of raising revenue is non-conflicting and not against IEEE policy before embarking on the proposed plans.

Section 6. The Group may, but only after approval of the IEEE Executive Committee, make a charge for sending out meeting notices to IEEE members who are not members of the Group, and to Group Affiliates, to cover the extra expense thereby entailed.

Article VII

Meetings

Section 1. The Group may hold Meetings, Conferences, Lecture Series, Symposia, or Conventions, either alone or in cooperation with Sections, Regions, National Convention Committees of the IEEE, or other technical organizations, but the approval of IEEE Headquarters must be obtained in advance in order to prevent conflicts of dates. The Group shall sponsor at least one technical conference of national scope each year, which may be held during the IEEE International Convention and Electrical and Electronics Engineering Show, or during some other IEEE meeting, or as a separate conference.

Section 2. Meetings, Conferences, Lecture Series, Symposia, or Conventions of the Group shall be open on an equal basis to all members of the IEEE and to Group Affiliates. Separate Meetings, Conferences, Lecture Series, Symposia, or Conventions of the Group shall not be held at a time or place which will conflict with a Sectional, Regional or International Meeting, Conference Lecture Series, Symposia, or Convention without approval of the Executive Committee of the IEEE.

Section 3. Meetings of the Administrative Committee shall be held at such times as are found necessary. Meetings of the Administrative Committee may be called by Chairman of the Group at his own discretion, or upon request by three other members of the Committee. Members of the Administrative Committee shall be notified in advance of each meeting as provided by the

Group Bylaws.

Section 4. The inclusion of sessions on governmentally classified material within the framework of IEEE sponsored Conferences and Symposia shall be avoided. A classified meeting sponsored by another organization may be held in conjunction with an IEEE Conference and publicity on such a meeting included in the IEEE mailing, so long as it is made perfectly clear that the classified meeting is not sponsored by the IEEE.

Section 5. The Administrative Committee shall have its Annual Meeting during the IEEE International Convention and Electrical and Electronics Engineering Show at the time and place designated by the Chairman.

Section 6. Eight members of the Administrative Committee shall constitute a quorum.

Section 7. A majority of the legal votes cast by those Members of the Administrative Committee attending a meeting shall be necessary in the conduct of its business except as otherwise provided in this Constitution or the Bylaws.

Section 8. Business of the Administrative Committee may be handled by correspondence, telephone, radio, or other means of communication where, in the opinion of the Chairman, matters requiring action can be adequately handled in that manner. A majority of the legal votes cast by members of the Committee is necessary for approval of actions handled in that manner. Verbal actions are to be confirmed in writing.

Article VIII

Publications

Section 1. Publication of programs, notices, newsletters, and the like may be made entirely or partly in the Proceedings of the IEEE, or Convention and Conference Records, by meeting IEEE standards, to the extent that is equitable to other fields of interest.

Section 2. Publication of any material may be by the IEEE Transactions on Electromagnetic Compatibility if the Group desires, and is limited only by good taste and established policies of the IEEE. Publication shall be at the Group's risk and expense except otherwise arranged with the IEEE.

Article IX

Referendum

Section 1. A referendum may be initiated by the Administrative Committee or by a petition to the Chairman signed by at least ten percent (10 %) of the Group Membership. More than one question may be included on any ballot.

Article X

Recall

Section 1. If for any reason the best interests of the Group seem to require a change in the Officers or the Administrative Committee during the year, the matter shall be duly and carefully considered by the Administrative Committee. Upon not less than a two-thirds vote of the Administrative Committee, or upon receipt by the Administrative Committee of a petition signed by twenty (20) members of the Group, the Administrative Committee shall meet for the special purpose of considering and voting upon the recommended change.

Section 2. An affirmative vote of two-thirds of the legally cast votes of the Administrative Committee Members present shall be necessary to declare an office vacant.

Section 3. Upon an affirmative vote of two-thirds of the legally cast votes of the Administrative Committee Members present, the vacant/office may be filled for the unexpired term, upon nominations from the floor.

Article XI

Amendments

Section 1. Amendments to this Constitution may be initiated by petition submitted by twenty-five (25) members of the Group, or by action of the Administrative Committee. A two-thirds vote of the Administrative Committee shall be required for approval of any change. The petition then shall be submitted to the Chairman of the IEEE Groups Committee and to the Executive Committee of the IEEE for approval. After such approval the proposed amendment shall be publicized in the Group Transactions, or Newsletter, with notice that it goes into effect unless ten percent (10 %) of the Group Members object within thirty (30) days. If such objections are received, a copy of the proposed amendment shall be mailed with a ballot to all members of the Group at least thirty (30) days before the date appointed for return of the ballots, and the ballots shall carry a statement of the time limit for their return to the IEEE office. Approval of the amendment by at least two-thirds of the legal votes cast shall be necessary for its enactment.

Section 2. Bylaws to this Constitution may be adopted or changed by a two-thirds vote of the votes legally cast by the Administrative Committee at a regular or special meeting, provided that notice of the proposed Bylaw

change has been sent to each member of the Administrative Committee at least one week prior to such meeting, or a Bylaw may be changed by an affirmative vote of the Members of the Administrative Committee by communications from the Chairman to each member and vote received by mail.

Section 3. All amendments to the Constitution or Bylaws shall become affective immediately after the affirmative vote, and all required approvals have been obtained, unless a later date has been specified at the time the vote is taken.

Article XII

Date of Effect

Section 1. This Constitution shall be in effect upon approval by the Executive Committee of the IEEE.

BY-LAWS

IEEE Group on Electromagnetic Compatibility

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BY-LAWS

IEEE Group on Electromagnetic Compatibility

Article 1 - Committees

Sect.1 - There shall be an Administrative Committee elected as provided in Article VI of the By-Laws. Newly elected members shall take office July 1, following this election. Members of the Administrative Committee shall be Group members actively engaged in some phase of the field of interest of the Group.

Sect.2 - The following Standing Committees shall be appointed by the Group Chairman as soon as practicable after his election as chairman, and such committees shall hold office for one year coextensive with the term of office of the Group Chairman except as otherwise noted in these By-Laws. It will be discretionary with the Group Chairman to appoint any part of any Standing Committee, or appoint the Chairman only of each committee and request the latter to appoint additional Committee Members.

1. Membership Committee
2. Meetings Committee
3. Technical Papers Committee
4. Newsletter Committee
5. Publications Committee
6. Chapter Activities Committee
7. Nominations Committee
8. Constitution and By-Laws Committee
9. Liaison Committee
10. Awards Committee
11. Technical Advisory Committee

Sect.3 - Special Committees for special purposes may be appointed, dissolved or re-appointed by the Chairman as he shall see fit.

Article II Duties

Sect.1 The Administrative Committee shall manage the affairs of the Group, and shall make decisions concerning matters of policy and finance.

1. The Chairman under direction of the Administrative Committee, shall have general supervision of the Group, and shall be an ex-officio member of all committees.

2. The Vice-Chairman shall perform such duties as may be delegated to him by the Chairman and in the absnece or incapacity of the Chairman, shall perform his duties.

3. The Secretary shall:

(a) Make a record of the proceedings of all matters of which a record shall be deemed advisable by the Administrative Committee in books belonging to the Group.

(b) Make a record of attendance at all meetings of the Administrative Committee, and of the Group.

(c) Make a file of all documents, records, reports, and communications connected with the business of the Group during his term of office.

(d) Conduct the correspondence of the Group, and report all external correspondence to the Chairman.

(e) Be responsible for sending out notices of mmetings. He may arrange with IEEE Headquarters to handle this mailing, or make other arrangements agreeable to the Administrative Committee. If other than IEEE Headquarters facilities are used, he shall be responsible for keeping the Group membership list unavailable to unauthorized persons.

(f) Perform other such duties as are required by the **C**onstitution and By-Laws of the Institute of Electrical and Electronic Engineers, Inc., or which may be assigned to him by the Chairman of the ~~Group~~.

(g) At the expiration of his term of office, turn over to his successor all documents, records, reports, files and communications pertaining to the Group.

NOTE: The permanent records of the Group are maintained by IEEE Headquarters.

4. The Treasurer shall:

(a) Prepare vouchers for withdrawal of Group funds for payment to officers or members of the Group.

(b) Certify bills to be paid by IEEE Headquarters direct to supplies.

(c) Make a report at each Group business meeting covering the current financial status of the Group.

(d) When authorized by the Administrative Committee, request IEEE Headquarters to mail all member of the Group a bill for Group publication fee.

(e) Perform such other duties as are required by the Constitution and By-Laws of the Institute of Electrical and Electronics Engineers, Inc., or which may be assigned to him by the Chairman of the Group.

(f) At the expiration of his term of office, turn over to his successor all documents, records and funds in his possession belonging to the Group.

Sect.2 Standing Committees:

1. Membership Committee. The duties of the Membership Committee shall include encouraging membership in the Group by all members of the IEEE and affiliates of accredited societies who are interested in the field of interest of the Group.

2. Meetings Committee. This Committee shall have the duty of promoting and managing meetings of the Group. It shall cooperate with the Technical Papers Committee and with other committees concerned in arranging programs at Group sponsored and jointly sponsored meetings and with the IEEE Convention Program Committee in arranging for participation of the Group at the National Convention. It shall handle all necessary arrangements for Group technical sessions at the WESCON or other IEEE sponsored meetings. All of the activities thus enumerated are to be under the Chairman of this Committee who may in turn appoint Committee members to head any of the various meetings for which this committee is responsible.

The Meetings Committee shall take office and begin functioning immediately upon appointment and shall continue for one year plus such time as is necessary to bring to a termination all activities in connection with any meetings managed by said Committees. Such an extension of the term of a Meetings Committee beyond the nominal year shall not preclude the appointment of the committee at the designated time for the succeeding year.

3. Technical Papers Committee. This committee shall have the duty of studying the needs of the members of the Group, and of procuring papers, lectures, tables, books, tutorial papers, and other material within the field of interest of the Group. This committee will cooperate with the Meetings Committee for presenting said material at meetings, with the Publications Committee for publishing said material, and with the IEEE Papers Procurement Committee in the IEEE Papers Procurement Program.

4. Newsletter Committee. This committee shall have the duty of procuring various news items and other material of interest to members of the Group, and seeing that this information is available for publication and mailing to Group members in good standing at appropriate intervals.

5. Publications Committee. This committee shall have the duty of handling publications matters for the Group, including cooperating with the Editorial Department of the IEEE in the form of reading papers proposed for publication in the IEEE PROCEEDINGS, recommending papers in the Group field of interest for IEEE publication, or arranging for handling by the Editorial Department of Publications to be made at the risk and expense of the Group.

6. Chapters Activities Committee. This committee is charged with promoting Group Chapters in such sections as have a sufficient number of members to justify an occasional Section meeting in the field of interest of the Group. This Committee is charged with carrying out this organization under the long established principle that meetings in any section for the benefit of IEEE members in said section

come under the sole jurisdiction of the Section officers. This committee may, therefore, operate under any plan which does not violate the above principle. This committee shall have the further duty of studying the financial needs of Chapters and making specific recommendations to the Administrative Committee. This Committee is charged with appointing a Group representative in such sections.

7. Nominations Committee. This committee shall have the duty of nominating two qualified members for each vacancy to occur in the Administrative Committee on June 30 of each year.

8. Constitution and By-Laws Committee. This committee shall have the duty of studying the Constitution and By-Laws with the view of recommending to the Administrative Committee such changes as seem desirable to meet the needs of the Group or of the IEEE.

9. Awards Committee. This committee shall have the duty of cooperating fully with the IEEE Awards Committee, and of selecting recipients for awards of this Group in the field of interest of the Group as defined in Article III of the Group Constitution. It shall determine the eligibility requirements and necessary qualifications for such awards. The Committee shall judge the candidates, determine a suitable award and arrange for the presentation thereof at such a time and place as the Committee shall determine.

10. Liaison Committee. This committee shall make recommendations to the Administrative Committee concerning those groups outside the IEEE on which group it would be desirable for this Group to have representation, or have an observer present at their meetings. This committee shall prepare its recommendations, giving the reasons for Group participation on any outside body, recommending the duties, authority and name of the proposed Group representative. After Administrative Committee approval, such recommendations shall be forwarded to the Executive Committee of the IEEE for further consideration. Preliminary contacts and negotiations with outside groups shall be made through the General Manager of the IEEE.

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11. Technical Advisory Committee. This committee shall study the needs of the Group regarding such matters as fall within the field of interest, including, but not limited to:

Terminology, Definitions, Specifications and Standards, Measurement Procedures, Guidelines, Workshops, and shall recommend to the Administrative Committee those areas where further effort is necessary. In making these recommendations, work of outside groups (EIA, AIA, ASA, CISPR, DOD, etc.) in these areas shall be taken into consideration. In so far as is possible, recommendations of this committee shall be specific.

Article III Financial Support

Sect.1 Papers Fee. An annual "papers fee" of two dollars (\$2.00) shall be charged to each member of the Group for the purpose of financing Group publications.

Sect.2 Non-payment. Failure of a Group member to pay the "papers fee" will not render him liable to dismissal from the IEEE, but any Group member who fails to pay such fee before March 1 of each year shall not be entitled to receive Group publications, and failure by a Group member to pay such fee may be considered as possible grounds for dismissal from the Group as provided in Article VII, Section 1 of these By-Laws.

Article IV Meetings

Sect.1 Annual Meeting. The Administrative Committee shall hold its Annual Meeting either during the IEEE Convention or on a date previous to its annual elections.

Sect.2 Notice of Meeting. No meeting of the Administrative Committee shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting 20 days prior to the scheduled date of the meeting. Provided, however, that if less than a quorum attend a duly called meeting tentative action may be taken which will become effective upon subsequent ratification, either at a meeting or by mail, but a sufficient number of members as to constitute a majority.

Minutes of such meeting shall be mailed by the Secretary to each Committee member who shall register his disapproval of any actions taken at such meetings, within ten days after receiving said minutes, or he shall be deemed to have ratified.

Sect.3 Order of Business. The order of business at the Annual Meeting of the Administrative Committee shall be:

1. Roll Call
2. Reading of the minutes of previous Annual Meeting
3. Reading of report on business transacted other than at meeting
4. Reading of communications
5. Report of officers
6. Report of Committees
7. Nominations to Administrative Committee for succeeding year
8. Unfinished business
9. Elections to Administrative Committee for succeeding year.
10. Election of Chairman, Vice-Chairman, Secretary, Treasurer for succeeding year.
11. New Business
12. Adjournment

Sect.4 Technical Meetings. The Group shall sponsor at least one technical meeting each year which may be held during the International^{al} Convention, or during some other IEEE meeting, or as a separate meeting.

Article V Rules of Order

Sect.1 Majority Vote. Unless otherwise provided all questions shall be decided by majority vote.

Sect.2 Elective Voting. All elective voting shall be by written ballot.

Sect.3 Parliamentary Practice. All questions of parliamentary practice not contained in these By-Laws shall be determined in accordance with Roberts' Rules.

of Order. All rules, regulations or acts not provided in these By-Laws or the Group Constitution shall be determined in accordance with the Constitution and By-Laws of the Institute of Electrical and Electronics Engineers, Inc.

Sect.4 IEEE Year. A year, as used in these By-Laws, except as otherwise specified, shall mean a period beginning with July 1st of a calendar year, and ending with June 30th in the next succeeding calendar year.

Article VI Nominations and Elections.

Sect.1 On or before November 1st of each year all members of the Group shall be notified that nominations for members of the Administrative Committee are open. This shall be done either by notice in a Newsletter, or by direct notification of each Group member by post card or letter.

Sect.2 Nominating Petitions. Nominations shall be made by petition. The petition for each nomination submitted shall contain at least fifteen Group members signatures together with a short (not more than 100 words) biography listing the affiliation and background of the individual nominated. All nominations must be in the hands of the Nominations Committee by December 15th of each year. If the Nominations Committee receives less than 10 names (two for each vacancy) or if the Nominations Committee sees fit to make nominations in addition to those received from the Group members, it shall be within the authority of the Nominations Committee to do so. Not less than two names for each vacancy shall be submitted by the Nominations Committee.

Sect.3 Balloting. On or before February 1st of each year a ballot containing the names of all members nominated for vacancies on the Administrative Committee and their biographies shall be sent to all Group members. The marked ballots shall be returned to the Nominations Committee on or before March 1st. The five candidates receiving the highest numbers of votes shall be deemed to have been elected to the Administrative Committee. In case of a tie for any vacancy the names of the candidates receiving the same number of votes shall be put in a container and the name drawn from the container shall be deemed to have been elected to the Administrative Committee. The names of the elected members shall be transmitted to the Chairman

of the IEEE Groups Committee, and through him to the IEEE Executive Committee. Unless disapproval of such elected members is received within 60 days of such transmittal, the elections shall become final.

Sect.4 Election of Officers. At the annual meeting, the current Administrative Committee shall nominate officers for the following year from the held-over or re-elected members of the Administrative Committee.

The officers shall be elected by the Administrative Committee by mail ballot within 30 days of the annual meeting.

Sect.5 Principles. The Nominations Committee in its nominations, and the Administrative Committee in its elections, shall be guided in their selections by principles of efficiency, ^{geographical distribution and} organization distribution.

Sect.6 Vacancies. Vacancies in any elective office shall be filled by appointment by the Chairman until the next regular or special meeting of the Administrative Committee, at which time an election by the Administrative Committee to fill such vacancy shall be held and a notice of which shall be in the call of the meeting.

Article VII Inactive Members

The Administrative Committee may circularize the Group membership regarding their continued interest in the Group, and may drop from Group membership those that fail to reply or who show little interest as evidenced by replies to questions or who have not attended Group Meetings, and may also drop from Group membership, a Group member who fails to pay the fee for general publication purposes, or who fails to pay three successive fees for specific publication purposes, provided the said Group member has been informed of the proposed action and the reason therefore, and he has failed to satisfy the Administrative Committee that he is contributing to the advancement of the Group in some other suitable way, or pays the delinquent fee, or otherwise satisfies the Administrative Committee that cancelling his Group membership would be unjust.

The names of all members to be dropped from Group membership under these provisions shall be reported to the IEEE Groups Committee with reasons therefore, and the names shall not be removed from the membership list for 30 days after such report to permit a survey of said proposed action by the Chairman of the IEEE Groups Committee.

Any Group member who is dropped from Group membership under these provisions may appeal to the IEEE Group Committee.

Article VIII Amendments. Amendments to these By-Laws may be made by a two-thirds vote of the Administrative Committee in meeting assembled, provided that notice of the proposed change has been sent to each member of the Administrative Committee at least a week prior to such a meeting, or by communication from the Chairman to each member and vote received by such means. No By-Law shall take effect until a copy has been mailed to the Groups Secretary of the IEEE.