

·BY-LAWS

IEEE GROUP ON ELECTROMAGNETIC COMPATIBILITY

Table of Contents

1. Purpose
2. Membership
 - 2.1 Honorary Life Members
 - 2.2 Affiliates
 - 2.3 Students
 - 2.4 Special Provisions
3. Administrative Committee
 - 3.1 Retiring Ad Com Chairman
 - 3.2 Majority Vote
 - 3.3 Ad Com Contenuity
 - 3.4 Rules of Order
4. Nomination and Election of Ad Com
 - 4.1 Slate of Nominees
 - 4.2 Elections
 - 4.3 Nominating Committee
 - 4.4 Preparation of Slate of Nominees
5. Officers
 - 5.1 Terms of Office, nominal
 - 5.2 Continuation of Service

- 5.3 Duties of Chairman
- 5.4 Duties of Vice-Chairman
- 5.5 Duties of Treasurer
- 6. Sub-Groups
 - 6.1 Chapters
 - 6.2 Technical Sub-Groups
- 7. Publications
 - 7.1 Term of Office
 - 7.2 Transactions Editor
 - 7.3 Newsletter Editor
 - 7.4 Publications Committee
 - 7.5 Editorial Expenses
- 8. Group Funds
 - 8.1 Annual Group Fee
 - 8.2 Handling Group Fiscal Affairs
 - 8.3 Special Accounts for Symposium
 - 8.4 Safeguarding Group Funds
- 9. Group Business
 - 9.1 Notice of Meetings
 - 9.2 Order of Business
- 10. Technical Committees
 - 10.1 Appointment
 - 10.2 Functions
 - 10.3 Operations

10.4 Council

11. Standing Committees

11.1 Awards and Fellos Committee

11.2 Chapter Activities Committees

11.3 Constitution and By-Laws Committee

11.4 Education Committee

11.5 Meetings Committee

11.6 Membership Committee

11.7 Newsletter Committee

11.8 Nominating Committee

11.9 Publications Committee

11.10 Standards Committee

11.11 Technical Papers Committee

11.12 Technical Advisory Committee

11.13 Relations with TAB General Committees

12. Inactive Members

BY-LAWS

IEEE Group on Electromagnetic Compatibility

1. These By-laws provide detailed guidance for the supervision and management of the G-EMC affairs, in accordance with the Group Constitution. Amendments may be made by means of the procedures described in Article VIII, Section 2, of the Constitution.

Suitable By-laws, and amendments thereto, may be adopted by a two-thirds vote of the Administrative Committee in meeting assembled, provided that notice of the proposed By-law, or amendment, has been sent to each member of the Administrative Committee at least a week prior to such meeting; or a By-law, or amendment, may be adopted by a two-thirds mail vote of the members of the Administrative Committee, provided a 30-day period is provided for such responses. In either event, the proposed By-law, or amendment, shall be published in the Group Transactions or Newsletter. No By-law, or amendment, shall take effect until it has been published and it has been mailed to the Technical Activities Secretary of the IEEE, and he has obtained approval of the General Manager.

2. Membership: There shall be only one grade of Group membership available to all IEEE members, based on the payment of the annual fee prescribed in By-law 8.1.

2.1 Honorary Life Members: Such membership, exempt of the payment of the annual fee, shall be based on the recommendation of the Group Awards Committee, the endorsement of the Group Administrative Committee, and the approval of the General Manager of IEEE.

2.2 Affiliates: Affiliation may be based on membership in other societies that have been recognized for affiliate purposes by specific action of the Administrative Committee. A list of approved societies will be maintained by the Technical Activities Secretary of the IEEE. Further, affiliates may join in accordance with any other provision that may be incorporated in the IEEE rules and regulations.

A Group Affiliate cannot serve in elective office in the Group or in a Chapter or vote for candidates for these offices. An Affiliate can serve in any appointive office in the Group or a Chapter of the Group. 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. 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.

2.3 Students: An exception to the annual fee shall be made for students, as prescribed by IEEE rules and regulations.

2.4 Special Provisions: Any special members (life, or other honorary) and affiliates of the Group on _____ (date of adopting the new By-laws), may continue even though their respective attainment of such special membership or affiliation was by a means other than as defined above.

3. Administrative Committee: Article V, Section 1, of the Constitution provides that the Ad Com shall consist of 15 elected members-at-large plus ex-officio members. Article VII, Section 4, provides that a quorum shall be eight members, without distinction between the members-at-large and the ex-officio members with vote, and that all members shall have an equal vote.

3.1 Each retiring Ad Com Chairman shall be for a period of one year, an ex-officio member with vote, if he is not elected a member-at-large (in the latter case, there shall be only one vote).

3.2 Unless otherwise provided, a majority vote of the members attending an Ad Com meeting shall be sufficient for the conduct of its business.

3.3 In order to ensure a continuously active Ad Com, elected Ad Com members who miss three consecutive meetings will be dropped from membership in the absence of extenuating circumstances. Vacancies thus or otherwise created shall be filled by the appointments for the unexpired terms by the Chairman with the consent of the Ad Com.

3.4 Roberts Rules of Order (Revised) shall govern conduct of Ad Com meetings on all matters not otherwise specified in these By-laws or the Constitution.

4. Nomination and Election of the Ad Com: The Nominating Committee shall be reconstituted by the Group Chairman on or before November 1st of each year. The Nominating Committee shall consist of a chairman and four or more members of the Group, not more than half of which may be members of the Ad Com.

4.1 A slate of nominees for members-at-large vacancies of the Ad Com, two names for each vacancy to occur, shall be prepared by the Nominating Committee. Recommendations for such nominees shall be solicited by a letter to the Chairmen of all sub-groups and standing committees. In addition the Chairman of the Nominating Committee shall cause to be published and distributed to the entire group membership a call for nominations; a nominating petition carrying a minimum of 15 names of Group members, excluding students, shall automatically place that nominee on the slate to be presented to the Ad Com.

4.2 The Administrative Committee shall hold a meeting each year during March at which elections will be made to fill vacancies in the Administrative Committee to occur on the succeeding July 1st. If two nominees are not available for each vacancy, the Administrative Committee may add nominees if any members thereof see fit to do so. A plurality of votes shall elect. Ties shall be broken by the Ad Com. The Administrative Committee may make contingent elections to be effective in case an elected member fails to accept the office, or a disapproval is received from Headquarters. The Chairman and Secretary of the Nominating Committee shall submit the names of such elected members to the Chairman of the Technical Activities Board. Unless disapproval of such elected members is received within 60 days of such transmittal, the elections shall become final.

4.3 The Group Chairman each year shall issue instructions to the Chairman of the Nominating Committee prior to March 1st to insure an orderly progression and completion of the election procedures.

4.4 In the preparation of the slate of nominees and in the election, proper consideration shall be given to both geographical representation and technical interests.

5. Officers: Following the election of incoming Ad Com members, the Nominating Committee shall submit nominations by mail for Chairman, Vice-Chairman, (and for other officers if desired), to all who will be members of the Ad Com for the succeeding year. The deadline for the return of ballots shall be before May 1st and not less than 30 calendar days after the actual date of mailing of the ballots. A majority of returned ballots shall determine election.

5.1 The term of elected officers shall be one year, commencing on July 1st. The Chairman may be re-elected to a second term of one year. Whether he serves for one or two years, he shall not again be eligible for election to the chairmanship until a lapse of three years. The Vice-Chairman may hold office for not more than two consecutive years. Eligibility is restored after a lapse of one year.

- 5.2 All officers shall continue to serve until their successors take office.
- 5.3 The Chairman shall supervise the affairs of the Group and shall speak for the Group on all matters not specifically delegated to others.
- 5.4 The Vice-Chairman shall fulfill the duties of the Chairman in his absence or incapacity. He shall fulfill such other functions as the Chairman of the Ad Com shall from time to time direct.
- 5.5 The Secretary shall be responsible for keeping the records of the Administrative Committee in the areas commonly ascribable to his functions. He shall prepare and distribute reports, notices, or such documents as may be required by the Chairman and the Ad Com.
- 5.6 The Treasurer shall be responsible for keeping the financial records of the Administrative Committee in the areas commonly ascribable to his functions. He shall prepare vouchers for withdrawal of Group funds for payment to officers or members of the Group; certify bills to be paid by IEEE Headquarters direct to suppliers; make a report at each Group business meeting covering the current financial status of the Group; and perform such other duties as may be assigned to him by the Chairman of the Ad Com.
6. Sub-Groups: Sub-Groups are voluntary associations of a significant portion of the total Group membership and, hence, are not equivalent to the standing committees, which are appointive.
- 6.1 Chapters: Chapters are sub-groups organized on a geographical basis. This subject is fully treated in the IEEE By-Laws and the Groups and Section Manuals.
- 6.2 Technical Sub-Groups: A technical sub-group may be organized to cover a specified portion of the field of interest of the Group. Each technical sub-group shall be governed by a Technical Committee. Sub-Groups may organize sessions at a Group Symposium or Technical Conference and may also organize separate, specialized symposia. Sub-Groups may organize special issues of the Transactions or a special section in an issue. Any service for sub-group members, beyond those provided all Group members, must be paid for by the sub-group members. If this takes the form of a special sub-group assessment, its form and the amount must be endorsed by the Ad Com and approved by the General Manager of the IEEE.
7. Publications: The Group shall sponsor such publications as are recommended by the Publications Committee and approved by the Ad Com. The Chairman, with the advice and consent of the Ad Com, shall appoint the editor for each publication.

7.1 Term of Office: An editor may serve indefinitely, subject to mutual agreement with the Chairman. The compensation for an editor may be set by the Chairman, with the advice and consent of the Ad Com.

7.2 The editor of the Transactions shall be an ex-officio member of the Publications Committee, The Papers Procurement Committee, and the Chairman of the Papers Review Committee.

7.3 The Newsletter editor shall be an ex-officio member of the Publications Committee.

7.4 The editor shall be responsible for implementing the publication program defined by the Publications Committee. In accordance with the guidance of this committee and general IEEE rules and regulations, he shall designate associate editors, special guest editors, and manuscript reviewers.

7.5 Editorial expenses shall be subject to review and approval of the Transactions and Finance Committee chairmen, the latter being explicitly responsible for adherence to the annual publication budget.

8. Group Funds: The Group may raise funds as specified in Article IV of the Constitution and in the IEEE By-laws and rules and regulations.

8.1 The annual Group fee shall be \$4.00.

a. Failure of a Group member to pay the annual Group fee will not render him liable to dismissal from the IEEE, but any Group member who fails to pay such fee before March 1st of each year shall not be entitled to receive Group publications, and such failure by a Group member to pay such fee may be considered as possible grounds for dropping his name from Group membership as provided in By-law 12.

8.2 IEEE Headquarters shall act as bursar for all Group funds except as specified hereunder. Billings and receipt of the annual fee shall be via the IEEE Membership and Fiscal Departments. All other fiscal affairs shall be handled through the office of the Technical Activities Secretary.

8.3 The general committee for a symposium or technical conference may, with the advice and consent of the Ad Com, authorize the symposium treasurer or fiscal officer to open an account to be used for the deposit and disbursement of funds related to the symposium. In each case, the Ad Com shall be advised of the name of the bank, the anticipated size of the account, the names of the account signatories, and of arrangements of insurance and for bonding. Symposia jointly sponsored with other technical societies are excluded where a charter of operations with those societies is approved by the Ad Com and the IEEE.

8.4 For other special circumstances, such as co-sponsorship of a symposium, the Ad Com shall make prudent arrangements to safeguard where other authorization is specified.

9. Group Business: The Chairman and officers shall conduct the Group affairs subject to the advice and consent of the Ad Com, except where other authorization is specified.

9.1 No Ad Com meetings 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 actions may be taken which will become effective upon subsequent ratification, either at a meeting or by mail by a sufficient number of members as to constitute a majority. Minutes of such meetings 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.

9.2 An appropriate order of business at the annual meeting of the Administrative Committee shall be:

- a. Roll call
- b. Reading of minutes of previous Annual Meeting
- c. Reading of report on business transacted other than at meeting
- d. Report of Communications
- e. Reports of Officers
- f. Reports of Committees
- g. Unfinished Business
- h. New Business
- i. Elections if not otherwise provided for
- j. Adjournment

9.3 Technical Meetings: The Group shall sponsor at least one technical meeting each year which may be held during the International Convention, or during some other IEEE meeting, or as a separate meeting.

10. Technical Committees: A Technical Committee, which may organize a sub-group if desired, functions in a specific technical area with a scope to be approved by the Ad Com

10.1 Appointment: Members and officers shall be appointed by the Chairman of the Ad Com.

10.2 Functions: Each Technical Committee shall promote activities in its field and shall provide the expert knowledge and assistance to:

- a. Receive, generate, and review papers within its scope in cooperation with the Transactions Editor and the Papers Review Committee.
- b. Organize and operate sessions at meetings of IEEE at all levels and at meetings of other organizations with which Group EMC is desirous of cooperating, in accordance with the rules in effect at such meetings.
- c. Arrange through appropriate editors for publishing pertinent papers in IEEE publications in cooperation with the cognizant Technical Program Committees.
- d. Generate and develop appropriate standards in its field for processing by the IEEE Standards Committee, through the Group Standards Committee and otherwise in accordance with Institute policies.

10.3 Operations: The operation of each Technical Committee shall be in accordance with the Manual for Operation of Technical Committees, or other Administrative Committee rules.

10.4 Council: The chairmen of all the Technical Committees shall constitute a Council to coordinate their activities. The Council shall organize itself. Not more than two members of the Council including its Chairman, shall be members ex-officio with vote of the Administrative Committee.

11. Standing Committees: Standing Committees shall be appointed by the Group Chairman, with the advice and consent of the Ad Com. It will be discretionary with the Group Chairman to appoint any part or all of any Standing Committee, or to appoint the Chairman only of a committee and request the latter to appoint additional committee members.

11.1 Awards and Fellows Committee: The functions of the Awards and Fellows Committee will be to:

- a. Recommend candidates for all awards and prizes in accordance with requirements, requests, and rules and regulations of IEEE Headquarters, both for general IEEE awards and Group EMC awards.

- b. Recommend candidates for Fellow grade.

11.2 Chapters Activities Committees: The functions of the Chapters Activities Committees will be to:

- a. Create and promote interest in the Sections for the formation of Chapters of Group EMC.

- b. These Committees (East Coast, and West Coast) are charged with carrying out this organization of Chapters in accordance with the procedures established by IEEE Headquarters, as set forth in the IEEE Technical Activities Manual.

11.3 Constitution and By-Laws Committee: The functions of the Constitution and By-Laws Committee will be to:

- a. Maintain records of the Constitution and By-laws.

- b. Ascertain that the Constitution and By-laws are not in conflict with any requirements or rules of IEEE Headquarters.

- c. Make recommended changes in the Constitution or By-laws as necessary to conform to the development of the Group on Electromagnetic Compatibility, its Administrative Committee, and its membership and mode of operation.

11.4 Education Committee: The functions of the Education Committee will be to:

- a. Ascertain the needs for education of the overall Group membership in the areas covered by the Group's field of interest as set forth in Article II, Section 1 of the Group Constitution.

- b. Promote such programs, in cooperation with other committees of the Group EMC, as appropriate, to fulfill these needs.

11.5 Meetings Committee: The functions of the Meetings Committee will be to:

- a. Promote and manage meetings of the Group.

- b. Cooperate with the Technical Papers Committee and with other committees concerned with 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.

c. Handle all necessary arrangements for Group Technical Sessions at the WESCON or other IEEE sponsored meetings.

11.5.1 The Chairman of the Meetings Committee may in turn appoint Committee Members to head any of the various meetings for which the committee is responsible.

11.5.2 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.

11.6 Membership Committee: The functions of the Membership Committee will be to:

a. Supply information to the members and Sections, on Group EMC and advantages of membership in it.

b. Provide promotional material to the members and sections and plan membership drives.

c. Act as liaison with the Section Chapter officers and members for the other staff committees.

d. Make recommendations to the Administrative Committee whether to accept a new society as the basis for allowing affiliate membership.

11.7 Newsletter Committee: The functions of the Newsletter Committee will be to:

a. Solicit and promote the collection of information pertinent to the Group and its activities, and publish a Newsletter on a regular schedule.

11.8 Nominating Committee: Duties of the Nominating Committee are detailed in Sections 4, 4.1, 4.3, 4.4 and 5 of the By-laws.

11.9 Publications Committee: The functions of the Publications Committee will be to:

a. Solicit or other wise obtain sufficient quantity of suitable material and technical articles for publication of the Transactions on a regular schedule.

b. Supervise and otherwise arrange for the publication of the Transactions on this basis.

c. Supervise other Group publications.

11.10 Standards Committee: The function of the Standards Committee will be to recommend standards of engineering practices to be followed in electrical and electronics and allied industries in the field of Electro-magnetic Compatibility.

11.11 Technical Papers Committee: The functions of the Technical Papers Committee will be to:

a. Study the needs of members of the Group, and of procuring papers, lectures, tables, books, tutorial papers, and other material within the field of interest of the Group.

b. Cooperate with the Meetings Committee for presenting said material, and with the IEEE Papers Procurement Committee in the IEEE Papers Procurement Program.

11.12 Technical Advisory Committee: The functions of the Technical Advisory Committee will be to:

a. 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 and workshops.

b. Recommend to the Administrative Committee those areas where further effort is necessary. In making these recommendations, work of outside groups (EIA, AIA, SAE, AIS, 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.

11.13 Relations with TAB General Committees: The interest of the TAB Standards Committee are represented in each Group, in these By-laws, by its Standards Committee. Relations with other TAB General Committees should be recognized by establishment of similar committees or sub-committees in the Group, or by effective liaison.

12. 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 may be evidenced from replies to questions, or who have not attended Group meetings. A Group member who fails to pay the annual

Group fee may be dropped from Group membership, provided the said Group member has been informed of the proposed action and reasons therefor, and has failed to satisfy the Ad Com that he is contributing to the advancement of the Group in some other suitable way, or fails to pay the delinquent fee, or otherwise fails to satisfy the Ad Com that dropping his Group membership would be unjust.

12.1 The names of all Group members to be dropped from Group membership under these provisions shall be reported to the IEEE Membership and Fiscal Department with reasons therefor, and the names shall not be removed from the Group membership list for thirty (30) days after such report to permit a survey of said proposed action by the office of the Technical Activities Secretary.

12.2 Any Group member who is dropped from Group membership under these provisions may appeal to the IEEE Technical Activities Board.