

June 24, 1958

BY-LAWS

IRE PROFESSIONAL GROUP ON RADIO FREQUENCY INTERFERENCE

Article I

Committees

Section 1. There shall be an Administrative Committee elected as provided in Article VI of these By-Laws. Newly elected members shall take office July 1, following this election.

Section 2. Members of the Administrative Committee shall be Group members actively engaged in some phase of the field of interest of the Group.

Section 3. The chairmen of the following standing committees shall be appointed by the Group Chairman as soon as practicable after his election. Except as otherwise noted in these By-Laws, it will be discretionary with the Group Chairman to appoint members to any standing committee or to appoint a Committee Chairman and request him to appoint additional committee members. In any case, the Committee Chairman shall have authority to appoint additional members to his committee. Committee Chairmen and members shall hold office for one year co-extensive with the term of office of the Group Chairman except as otherwise noted in these By-Laws.

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

Section 4. Special committees for special purposes may be appointed, dissolved, or re-appointed by the Chairman as he shall see fit.

Article II

Duties

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

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

Section 3. 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 IRE Headquarters direct to suppliers.
- (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 IRE Headquarters to mail all members of the Group a bill for the Group publication fee.
- (e) Perform such other duties as are required by the Constitution and By-Laws of the Institute of Radio 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.

Section 4. 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 meetings. He may arrange with IRE Headquarters to handle their mailing, or make other arrangements agreeable to the Administrative Committee. If other than Headquarters facilities are used, he shall be responsible for keeping the Group membership list unavailable to unauthorized persons.
- (f) Perform such other duties as are required by the Constitution and By-Laws of the Institute of Radio 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 IRE Headquarters.

Section 5. The Administrative Committee shall manage the affairs of the Group, and shall make decisions concerning matters of policy and finance.

Section 6. The Membership Committee shall have the duty of actively promoting membership in the Group by all who qualify for membership under Article II of the Group Constitution.

Section 7. The Meetings Committee shall have the duty of promoting and making arrangements for all meetings which the group sponsors or in which it participates. 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 IRE National 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 IRE 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 meeting managed by said committee. Such an extension of the term of a Meetings Committee beyond the nominal year shall not preclude the appointment of a new committee at the designated time for the succeeding year.

Section 8. The Technical Papers Committee shall have the duty of studying the needs of the members of the Group, and of procuring papers and other material within the field of interest of the Group for presentation at meetings or conventions or for publication in the Group Transactions and cooperating with the Editorial Department of the IRE in the form of reading papers proposed for publication in the IRE PROCEEDINGS, recommending papers in the Group field of interest for IRE publication. This committee will cooperate with the Meetings Committee for presenting said material at National Conferences, with the Publication Committee for publishing said material, and with other committees concerned.

Section 9. The Newsletter 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.

Section 10. The Publication Committee shall have the duty of handling publication matters for the Group, or arranging for handling by the Editorial Department of publications to be made at the expense of the Group.

Section 11. The Chapter Activities Committee shall promote the organization of Section Committees of Group members and/or Chapters in such Sections as have a sufficient number of Group members to justify occasional Section meetings in the Radio Frequency Interference field of interest. Such promotion shall be carried out under the long established principle that meetings in any Section for the benefit of IRE members in said Section come under the 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 Section Committees and making specific recommendations to the Administrative Committee.

Section 12. The Nominating 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.

Section 13. The Constitution and By-Laws 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 IRE.

Section 14. The Awards Committee shall have the duty of cooperating fully with the IRE 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.

Section 15. The Liaison Committee shall recommend to the Administrative Committee groups outside the IRE on which it would be desirable for this Group to be represented or have an observer present at meetings. This committee shall prepare its recommendations giving the reasons for Group participation on any outside body and recommending the duties, authority and name of the Group representative. These recommendations shall be presented to the Administrative Committee for approval and forwarded to the Executive Secretary of the IRE. Preliminary contacts and negotiations with outside groups shall be made through the Executive Secretary of the IRE.

Section 16. The Technical Advisory Committee shall study the needs of the group regarding such items as interference specifications, measurement procedures, and standards, etc., and shall recommend to the Radio Interference Committee (Committee 27) areas where further action by that Committee is required.

Section 17. Special Committees shall assume the obligations and perform the duties assigned to them at the time of their selection or appointment.

Article III

Financial Support

Section 1. An annual "papers fee" of two dollars shall be charged to each member of the Group for the purpose of financing Group publications.

Section 2. Failure of a member to pay the "papers fee" will not render him liable to dismissal from the IRE, but any 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 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

Section 1. The Administrative Committee shall hold its Annual Meeting during the National Convention of the IRE.

Section 2. 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. 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 twenty days after mailing said minutes, or he shall be deemed to have ratified.

Section 3. The order of business at the Annual Meeting of the Administrative Committee shall be:

1. Roll call.
2. Reading of 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. Election of Administrative Committee for succeeding year.
10. Election of Chairman, Vice-Chairman, Secretary and Treasurer for succeeding year.
11. New business.
12. Adjournment.

Section 4. The Group shall sponsor at least one technical meeting each year which may be held during the National Convention, or during some other IRE meeting, or as a separate meeting.

Article V

Rules of Order

Section 1. Unless otherwise provided all questions shall be decided by majority vote.

Section 2. All elective voting shall be done by written ballot.

Section 3. All questions of parliamentary practice not contained in these By-Laws shall be determined in accordance with Robert's 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 Radio Engineers, Inc.

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

Section 5. The Chairman or other presiding officer shall have the right to participate in the discussion and vote on all matters presented to the Administrative Committee.

Article VI

Nominations and Elections

Section 1. On or before February first of each year, the Chairman shall appoint a Nominating Committee which shall consist of a Chairman and 4 or more members of the Group not more than half of which may be members of the Administrative Committee.

Section 2. On or before March first of each year, the Nominating Committee shall pick a slate of at least two members of the Group for each of the coming vacancies on the Administrative Committee, and shall transmit the names of the accepting nominees to the Chairman of the Administrative Committee. Nominations by petition signed by 10 members of the group will be received by the Chairman on or before said date. The Chairman shall notify the members of the Administrative Committee at least 10 days before the Annual Meeting of the candidates for the vacancies on the Administrative Committee.

Section 3. At the Annual Meeting the Administrative Committee shall elect the members to fill the vacancies on the Administrative Committee about to occur in the coming year from the slate submitted by the Nominating Committee and those nominated by petition. Each member shall vote for candidates for the number of vacancies to be filled and the candidates receiving the highest number of votes shall be declared elected to fill the coming vacancies. The names of the elected members shall be transmitted to the Chairman of the Committee on Professional Groups and through him to the IRE Executive Committee. Unless disapproval of such elected members is received within 60 days of such transmittal, the elections shall become final.

Section 4. At the Annual Meeting after election of members of the Administrative Committee for the coming year, the current Administrative Committee shall elect officers for the coming year from the coming hold-over or re-elected members of the Administrative Committee.

Section 5. 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.

Section 6. 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.

Article VII

Inactive Members

Section 1. The Administrative Committee may circularize the 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 Committee on Professional Groups with reasons therefore, and the names shall not be removed from the membership list for 30 days after such report to permit of a survey of said proposed action by the Chairman of the Committee on Professional Groups.

Any Group member who is dropped from Group membership under these provisions may appeal to the committee on Professional Groups.

Article VIII

Amendments

Section 1. 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 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 Executive Secretary of the IRE.