

ELECTROMAGNETIC COMPATIBILITY ANALYSIS CENTER
North Severn, Annapolis, Maryland 21402



REPLY TO
ATTN OF:

Leonard W. Thomas, Secretary
IEEE Group on EMC (G-27)

24 October 1967

SUBJECT:

Group Constitution and Bylaws

TO:

Group Committee Chairmen

1. Forwarded herewith are copies of the Group Constitution and Bylaws for your information and guidance.

Sincerely yours,

Leonard W. Thomas.

Leonard W. Thomas
ADCOM-G/27

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Mr. Sullivan

IEEE ELECTROMAGNETIC COMPATIBILITY GROUP
(G-EMC)
CONSTITUTION

Article I

Name and Objective

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

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, frequency allocation and assignment
- 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) Spectrum Conservation
- 9) Spectrum Utilization
- 10) Shielding Techniques
- 11) Harmful side effects of electromagnetic energy in other disciplines.
- 12) 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 Technical Activities 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 that such revisions shall be processed as an amendment to this Constitution.

Article III

Membership

Section 1. Membership in the Group shall be available only to members of the IEEE in any grade, including students, having a professional interest in any phase of the field of interest of the Group.

Section 2. Affiliates may participate in the Group activities, as provided by the IEEE Bylaws and subject to the applicable IEEE rules and regulations and any additional limitations imposed by the Group Bylaws.

Article IV

Financial Support

Section 1. The Group shall collect from its members an annual assessment or fee, in accordance with the IEEE Bylaws and applicable rules and regulations. The amount of the fee shall be prescribed in the Bylaws.

Section 2. The Group may make registration charges at its Group meetings, symposia, conferences, and conventions. The registration fee for non-members of the IEEE may be higher than for IEEE members.

Section 3. The Group may raise revenues by other means, such as advertising, shows, requests for contributions, and charges for sending out notices to non-Group members, provided such means are consistent with applicable IEEE rules and regulations, and do not encroach on revenue fields of prior established Groups or Sections. Any new revenue means not explicitly covered by IEEE rules and regulations must be approved by the General Manager before being adopted by the Group.

Article V

Administration

Section 1. The Group shall be managed by an Administrative Committee of 15 elected members of the Group plus members "ex-officio with vote" as specified in the Bylaws. (There may also be members "ex-officio without vote.") No less than 70% of the voting members of an Administrative Committee shall be elected members.

Section 2. Subgroups may be formed as provided in the IEEE rules and regulations and the nature of subgroups, and the supervision of subgroup affairs other than by the Administrative Committee, shall be prescribed in the Bylaws.

Section 3. The terms of the 15 members-at-large of the Administrative Committee shall be for three years, five members to be elected ^{each} year. Only two consecutive full terms are permitted, but eligibility is restored after a lapse of one year.

Section 4. The Administrative Committee shall annually elect one of its elected members as Chairman, and another as Vice Chairman whose terms shall be for one year. A Secretary and a Treasurer shall also be elected annually for a one-year term, which officer need not be a member of the Administrative Committee, and he may be re-elected.

Section 5. 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 the Bylaws.

Section 6. The duties and responsibility of the officers shall be as defined hereunder and in the Bylaws and as delineated by the Administrative Committee.

Section 7. The Chairman, under direction of the Administrative Committee, shall have general supervision of the affairs of the Group. He shall preside at meetings of the Administrative Committee, at general meetings of the Group, and at the Annual Meeting 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 Group Administrative Committee. In his absence or incapacity, his duties shall be performed by the Vice Chairman.

Section 8. The Chairman shall be an ex-officio member of all Committees of the Group. He is a member of the IEEE Technical Activities Board, and when notified of a meeting of said Board, he shall insure representation of the Group at such meeting by himself, or by an alternate. If an alternate can not be found, the Chairman shall present the views of the Group by a letter of proxy.

Section 9. The Administrative Committee may establish standing or ad hoc committees as prescribed in the Bylaws, including both functional committees (e. g. Awards, Chapters, Membership, Nominations) and technical committees. Technical Committees may be established as needed to develop specific areas of the field of interest. All appointments to committee and similar posts will be for a term of one year or until successors are appointed or the committees dissolved.

Section 10. The Administrative Committee may utilize the services of Headquarters as bursar, for all or part of the Group funds, as provided by the IEEE Bylaws and rules and regulations. If any part of the Group funds are received and deposited separately, the terms and conditions shall be in accordance with IEEE policies and subject to the provisions of the Group Bylaws and to any special limitations imposed by the Administrative Committee.

Section 11. Neither the Electromagnetic Compatibility Group, nor any officer or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE, except in accordance with previously approved budgets.

Article VI

Nomination & Election of Administrative Committee

Section 1. The nominating procedure shall include provision for petition by Group members to place a name on the ballot.

Section 2. Election of the 15 members-at-large of the Administrative Committee shall be as prescribed in the Bylaws.

Section 3. Within-term vacancies on the Administrative Committee shall be filled by appointments, for the unexpired terms, by the Chairman with the consent of the Committee.

Article VII

Meetings

Section 1. The Group may hold meetings, conferences, symposia, or conventions either alone or in cooperation with Sectional, Regional, or National Convention Committee of the IEEE, or other technical organizations, subject to IEEE rules and regulations. The Group shall sponsor at least one technical conference of national scope each year, which may be held during the International Convention, or during some other IEEE meeting, or as a separate conference.

Section 2. Meetings, Conferences or Conventions of the Group shall be open on an equal basis to all members of the IEEE. The Group may not sponsor or co-sponsor a meeting which is subject to security clearance.

Section 3. The Administrative Committee shall hold at least two meetings, one an Annual Meeting at a time specified in the Bylaws. Other meetings of the Administrative Committee shall be held at such times as are found necessary and/or convenient. Special meetings of the Committee may be called by the Chairman of the Group at his own discretion or upon request of three other members of the Committee, with at least 10 days notice.

Section 4. Eight members of the Administrative Committee shall constitute a quorum. All members shall have an equal vote. Ex-officio members will not have a vote unless the Bylaws specifically provide otherwise.

Section 5. A majority vote of those members of the Administrative Committee attending a meeting shall be necessary for the conduct of its business except or otherwise provided in this Constitution.

Section 6. Business of the Administrative Committee may be handled by correspondence, telephone, or telegraph where in the opinion of the Chairman matters requiring action can be adequately handled in that manner. A majority vote of the members of the Committee is necessary for approval of actions handled in that manner, unless otherwise provided.

Article VIII

Publications

Section 1. Publications undertaken by the Group shall be subject to IEEE policies and to any further guidance or controls prescribed by the Administrative Committee or its duly appointed committees. The Group shall be responsible for the financial aspects of its publication program.

Section 2. The Chairman, with the advice and consent of the Administrative Committee, shall appoint such editors as may be required to implement the publication program. The duties of an editor, and his compensation, if any, shall be prescribed in the Bylaws.

Article IX

Amendments

Section 1. Amendments to this Constitution may be initiated by petition submitted by 25 members of the Group or by the Administrative Committee, such petition being submitted to the IEEE Technical Activities Board, and to the Executive Committee of the IEEE for approval. After such approval, the proposed amendment shall be published in the Group Transactions or Newsletter, or otherwise publicized by direct mailing to the membership with notice that it goes into effect unless ten percent of the Group members object within 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 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. When a mail vote of the entire Group membership is made necessary, approval of the amendment by at least two-thirds of the ballots returned shall be necessary for its enactment.

Section 2. Suitable Bylaws, and amendments thereto, may be adopted by a two-thirds vote of the Administrative Committee present in meeting assembled, provided that notice of the proposed Bylaw or amendment, has been sent to each member of the Administrative Committee at least a week prior to such meeting; or a bylaw 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 bylaw or amendment shall be published in the Group Transactions or Newsletter. No bylaw, or amendment, shall take effect until it has been published and has been mailed to the Technical Activities Secretary of the IEEE, and he has obtained approval of the General Manager.

Revised 6/28/65

Approved by IEEE

Executive Committee 8/25/65



June 24, 1958
Amended 10-4-60
" 3-20-61
" 7-18-61

BYLAWS

IEEE Group on Electromagnetic Compatibility (G-27)

1. These Bylaws 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 Bylaws, and amendments thereto, may be adopted by a two-thirds vote of the Administrative Committee in meeting assembled, provided that notice of the proposed Bylaw, or amendment, has been sent to each member of the Administrative Committee at least a week prior to such meeting; or a Bylaw, 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 Bylaw, or amendment, shall be published in the Group Transactions or Newsletter. No Bylaw, 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 Bylaw 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 Bylaws), 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 Bylaws or the Constitution.

4. Nomination and Election of the Ad Com: The Nominating Committee shall be reconstituted by the Group Chairman on or before April 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 The Nominating Committee shall immediately after 1 April mail notices for the solicitation of Nominations for membership on the administrative committee to Ad Com members, and to Chapter Chairmen. There shall also be published in the Newsletter prior to 15 April a call for nominations for Ad Com membership. Such nominating petitions shall be received by the Chairman of the Nominating Committee by 30 May.

- 4. 2 On or before 10 June the Chairman of the Nominating Committee shall mail to IEEE Headquarters the slate of at least ten nominees for election to the five offices to be filled on the Ad Com.
- 4. 3 On or before 1 August IEEE Headquarters will mail ballots to Group members, with the request that the ballots be returned to IEEE Headquarters by 1 September.
- 4. 4 IEEE Headquarters will have completed ballot count, and by 1 October will have notified the new Ad Com members and the Ad Com officers of the results of the election.
- 4. 5 During the third week in October the new Ad Com members will be introduced to their duties at a regular meeting of the Ad Com in preparation for their assuming their duties on 1 January.
- 4. 6 A nominating petition shall carry a minimum of 15 names of Group members, excluding students, for the nominee to be placed on the slate.
- 4. 7 The nominating committee may make nominations for the Administrative Committee in addition to those nominated by petition.
- 4. 8 The Ad Com may make contingent elections to be effective in case an elected member fails to accept the office, or a disapproval is received from Headquarters.
- 4. 9 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 Ad Com, during the fall (third week in October) meeting, shall elect from among themselves a Chairman and Vice-Chairman, Secretary and Treasurer who will occupy those respective offices for the succeeding year.
 - 5. 1 The term of elected officers shall be one year, commencing on January 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 committee, which are appointive.

6.1 Chapters: Chapters are sub-groups organized on a geographical basis. This subject is fully treated in the IEEE Bylaws 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 Bylaws 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 31 of each year will be automatically dropped from the Group membership.

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.

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 Technical Papers 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.

a. The terms of office of the Chairman and members shall be for one year or until a successor is appointed, unless a different term of office is designated by the Administrative Committee.

b. Special or ad hoc committees may be created by the Ad Com. For each such case, the Ad Com shall specify the number of members the committee shall have and how the members are to be selected and the terms of the members if other than for the life of the committee. Special or ad hoc committees shall be automatically dissolved after two years unless the Ad Com sets an expiration date.

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 Bylaws Committee: The functions of the Constitution and Bylaws Committee will be to:

- a. Maintain records of the Constitution and Bylaws.
- b. Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE Headquarters.
- c. Make recommended changes in the Constitution or Bylaws 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 International 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 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 Section 4 of the Bylaws.

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

- a. Solicit or otherwise 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 Electromagnetic 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, USASI, 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 Information Retrieval Committee: The functions of the Information Retrieval Committee will be to:

a. Plan methods of improving the availability of EMC information.

b. Establish the necessary indexing, storage and retrieval procedures.

c. Establish liaison with IEEE Groups, and with other bodies engaged in information planning and handling.

d. Make recommendations in this area to the Ad Com.