



The Institute of Navigation SATELLITE DIVISION BYLAWS

**Adopted by the Satellite Division Executive Committee March 2005
(Approved by the ION President April 8, 2005)**

The purpose of the Satellite Division of the Institute of Navigation is to encourage the development, operation and use of navigation and position determination systems incorporating satellite-based elements. The Satellite Division activities include the sponsorship of an Annual Institute of Navigation (ION) Satellite Division International Meeting, hereafter called an Annual Meeting, which provides a forum for interchange on satellite system developments and issues. The Annual Meeting also provides a mechanism for the international exchange of information in this field and for the presentation of technical papers and as a means of promoting educational endeavors. Other Satellite Division activities are established by the Satellite Division's elected officers.

ARTICLE I

Membership

Section 1. Eligibility. Any individual who is interested in navigation satellite systems or related arts and sciences, and is a member of the ION is eligible for membership. Attendance by an ION member at one Annual Meeting in the previous three years is sufficient qualification for membership. Other ION members will qualify by expressing an interest and paying the annual dues to the Satellite Division in conjunction with their ION membership renewal.

Section 2. Voluntary Resignation. As specified in the ION bylaws, voluntary resignations from the Satellite Division shall be made in writing to the Chair or to the Secretary of the Satellite Division.

Section 3. Censure and Expulsion. Censure and expulsion shall be as specified in the ION bylaws.

ARTICLE II

Dues

Section 1. Amount. The annual dues shall be established by the Satellite Division Executive Committee.

Section 2. Nonpayment. Any member whose annual dues are unpaid two months after the due date, shall be dropped from membership as of the last day of the two month period.

Section 3. Reinstatement. Any member who resigns or is dropped for nonpayment of dues may be reinstated within that year upon application and payment of current dues.

ARTICLE III

Officers

Section 1. Chair. The Chair shall be the chief executive officer of the Satellite Division and the Chair of the Satellite Division. The Chair shall exercise general supervision of the affairs of the Satellite Division. The Chair, with the approval of the Satellite Division Executive Committee, may make appointments to positions authorized by the Satellite Division Executive Committee. The Chair shall report to the President of the ION on a regular basis. The Chair will be the Vice Chair elected previously, unless that person cannot or wishes not to serve, in which case the individual will be elected in the same manner as the Vice Chair. The Satellite Division Chair shall also be a member of the ION's Executive Committee.

Section 2. Vice Chair. The Vice Chair shall assist the Chair as directed. In the absence or incapacity of the Chair, the Vice Chair shall perform the duties and exercise the authority of the Chair. If the office of Chair becomes vacant, the Vice Chair shall succeed to that office. The Vice Chair shall succeed the Chair when their terms of office expire. Immediately following election, the Vice Chair shall work with the ION Director of Operations and Chair of Meetings to coordinate the locations for the Annual Meeting two years and beyond. This will be approved by the Executive Committee.

Section 3. *International Technical Representatives.* Two non-North American Technical Representatives, from two different continents, shall be appointed to match the terms of office of the elected officers. The International Technical Representatives shall provide advice and help run the Annual Meeting and other Satellite Division programs.

Section 4. *Treasurer.* The Treasurer shall supervise the financial affairs of the Satellite Division. The Treasurer shall be responsible for the preparation of an annual budget, excluding meeting budgets (see Article IX, Section 2 for this budgeting process) for approval by the Executive Committee. The Treasurer shall oversee the collection and disbursement of Satellite Division funds. Checks must be signed by the Treasurer, Chair or Vice-Chair as well as a member of the paid ION staff with signing authority. The Treasurer shall report, as requested, to the Satellite Division Executive Committee. At such times as the ION President or Satellite Division Chair may direct, the Treasurer shall report on the financial operation of the Satellite Division. The Satellite Division shall be subject to audit by the National Office for the purpose of filing tax returns.

Section 5. *Secretary.* The Secretary shall maintain the Bylaws, minutes, records, and property of the Satellite Division. The Secretary, as directed by the Chair, shall keep the membership informed of Satellite Division news through information submitted to the ION Newsletter and by other means as appropriate. The Secretary shall report to the Satellite Division Executive Committee during their meetings. The Secretary shall perform such additional duties as assigned by the Chair.

Section 6. *Immediate Past Chair.* The Immediate Past Chair shall Chair the Satellite Division Nominating Committee.

ARTICLE IV

Nomination, Election, and Removal of Officers

Section 1. Nominations. During an election year, the Nominating Committee shall deliver to the ION National Office its nominations for the offices of Chair, Vice Chair, Treasurer and Secretary on a schedule which is compatible with the established schedule for the nomination of officers of the ION. The ballot is to be prepared by the ION National Office and certified by the Chair of the Satellite Division so as to meet the mailing schedule of the National ION election. The Nominating Committee shall verify that each nominee will accept nomination and will serve if elected.

Section 2. Eligibility. To be eligible for nomination to the office of Chair, or Vice Chair, a member must have participated in Satellite Division activities for three years and served as a Satellite Division Officer, General Chair, Program Chair, Technical Chair or Session Chair at an Annual Meeting within the ten years immediately preceding when he or she would take office. All nominees shall be members of the Satellite Division. The National Office shall verify all nominations to determine eligibility before the names are placed on the ballot.

Section 3. Voting. All candidates for the same office shall be listed in alphabetical order on the ballot. The ballot may be combined and mailed with the ION ballot for that election year with a notice that only eligible Satellite Division members are eligible to vote for the Satellite Division candidates. Ballots may also be distributed electronically and voting may also take place via ION's web site.

Section 4. Counting of Ballots. The ION National Office shall assume responsibility for counting of ballots and for the verification of valid votes. A majority of all valid votes cast is needed for election. Tie votes or run-offs shall be handled as needed on an ad hoc basis by the Nominating Committee in cooperation with the ION National Office.

Section 5. Announcement of Results. The National Office shall notify the Executive Committee and each candidate of the outcome of the election on the same schedule as the ION election for that year. Election results shall be announced to the Satellite Division membership at the same time as the results of the ION election and by the same means. The election results shall also be announced at the following Annual Meeting. The incoming officers shall take office at the end of the following Annual Meeting.

Section 6. Term of Office. The term of office for officers of the Satellite Division who are elected at the normal election is two years. An election of officers may be held at other times, if vacancies occur or if other reasons justify, as determined by the Satellite Division Executive Committee. An officer may serve, if elected, a maximum of one consecutive term in any of the four elected officer positions.

Section 7. Removal from Office. By petition of a majority of the Satellite Division Executive Committee, the ION Executive Committee may be requested to remove from office any Satellite Division officer. The procedure established in the ION Bylaws will then be followed.

Section 8. Filling Vacancies. If a vacancy occurs in the office of the Satellite Division Chair, the Vice Chair shall become Chair to fill out the unexpired term. All other vacancies of officers shall be filled on an acting, or temporary basis, by the Executive Committee.

ARTICLE V

Standing Committees

Section 1. *Nominating Committee.* The Nominating Committee shall consist of the Immediate Past Chair and four individuals appointed by the Immediate Past Chair. The four appointees shall have served as General or Program Chairs of the Annual Meeting. The Immediate Past Chair shall be Chair of the Nominating Committee. The Nominating Committee shall hold a primary election to determine the final nominees for Satellite Division offices. The Committee shall prepare a ballot for the primary election which will include at least two nominees for the Chair (if required), the Vice Chair, the Treasurer, and the Secretary. During this process, the Nominating Committee shall solicit and consider suggestions from the entire membership of the Satellite Division. In addition, the ballot for the primary election shall include additional nominations made by petition signed by at least 25 members entitled to vote for the office for which the candidate is nominated. The petition must be received by the Nominating Committee before the ION National Office deadline.

The Chair of the Nominating Committee shall then forward the primary ballot to the remaining four members of the Nominating Committee. They shall indicate their first and second preferences and forward their ballots to the Chair of the Nominating Committee for counting of the ballots. First place votes will be given 2 points, second place votes given 1 point. After summing the scores, the two top candidates are designated as the nominees for entry on the ballot. The Chair of the Nominating Committee shall arbitrate any tie votes and communicate the final scores to the Nominating Committee. The Chair of the Nominating Committee will then submit the results to the National Office to prepare the final ballot for mailing to the membership as described in Section 1 of Article IV.

Section 2. *Executive Committee.* The Executive Committee of the Satellite Division shall consist of the Chair, Immediate Past Chair, Vice Chair, International Technical Representatives, Treasurer and Secretary. The presiding officer shall be the Chair or, in the Chair's absence, the Vice Chair. The Satellite Division shall determine its own rules, consistent with the Satellite Division Bylaws and, as appropriate, the Bylaws of the Institute.

Section 3. *Satellite Division Awards Committees.* Chairs for the Satellite Division Kepler and Parkinson Awards Committees shall be appointed by the Satellite Division Chair and be approved by the Satellite Division Executive Committee. The Chair of the Kepler Awards Committee shall be a past Kepler recipient. Awards Committee Chairs shall propose committee membership that shall be approved by the Satellite Division Chair. The Awards Committees shall process awards in accordance with the Satellite Division's Awards Policy, which shall be consistent with the ION Awards Policy. New high prestige awards will be established only if approved by the Satellite Division Executive Committee and the ION Council. In addition, the Satellite Division may provide awards for best papers, service, etc., as deemed appropriate.

Section 4. *Additional Committees.* The Chair with the approval of the Executive Committee is authorized to form ad hoc Committees as needed to perform the work of the Satellite Division.

ARTICLE VI

Meetings of the Satellite Division

Section 1. *Annual Meeting.* An Annual Meeting shall be held each year at a place and on dates determined by the Satellite Division Executive Committee upon coordination with the ION Director of Operations and Chair of Meetings.

Section 2. *Special and Joint Meetings.* A special meeting or a meeting sponsored jointly by the Satellite Division and one or more other organizations may be held as requested by the Satellite Division Executive Committee and coordinated with the ION Director of Operations and Chair of Meetings. All special and/or joint meetings shall comply with the ION's co-sponsored meeting policy.

Section 3. *Area of Interest Meetings.* Each Satellite Division area of interest group may hold such meetings as authorized by the Satellite Division Executive Committee.

Section 4. *Coordination.* For Special, Joint and Area-of-Interest Meetings, the dates, locations, and plans for meetings shall be the responsibility of the Satellite Division Executive Committee and will be coordinated with the ION Director of Operations and Chair of Meetings.

Section 5. *Meetings Expenses.* Budgets for all meetings, including fees to be charged for registration, transportation, meals, exhibit space, and other purposes shall be reviewed by the Executive Committee with the assistance of the General Chair, Program Chair, ION Director of Operations and Chair of Meetings. These budgets shall be approved by the Satellite Division Executive Committee and coordinated with the ION annual budget via the Director of Operations.

Section 6. *Schedules and Reports.* The ION President, National Office and Chair of Meetings shall be kept informed of all meetings scheduled. Copies of each meeting notice shall be sent to the ION National Office and to the ION Meetings Chair.

Section 7. *Papers.* All papers presented at the Annual Meeting or other Satellite Division meeting may be considered for publication in the Journal of the ION. Publication rights shall remain the property of the author.

Section 8. *Meeting Service Vendor.* Vendors for Satellite Division Meetings are chosen by the Satellite Division Executive Committee. If the commitment is for a single year and less than \$10,000, the Executive Committee may delegate the decision to the General Chair appointed for that meeting. If the Satellite Division's commitment is larger than or equal to \$10,000 or a multiple year commitment is to be made, then the decision shall remain with the Executive Committee. In such cases, the following practices shall be observed:

- No vendors with principals on the Satellite Division Executive Committee shall be considered.
- The vendor shall be chosen by the Executive Committee to ensure as far as possible that the price and quality be consistent with ION members' expectations. The process may be through a competitive bid or any other comparative measure.
- A multiple year vendor shall be evaluated annually in writing by the meeting's General Chair for review by the Executive Committee.

ARTICLE VII

Satellite Division Annual Meeting

Authority. The Annual Meeting was created to insure that the other meetings of the Institute were balanced rather than being dominated by satellite navigation topics. It is the major event of the year for the Satellite Division, and is under the ultimate authority of the Satellite Division, but must be closely coordinated with the National ION office. The Annual Meeting responsibilities and authorities are as follows:

Section 1. *Satellite Division Chair.* Responsible for final decisions regarding location, date and duration of the Annual Meeting, approves the budget, approves the Annual Meeting objectives and themes, and resolves any major disputes that may arise in preparing for or executing the Annual Meeting. Leads the Executive Committee in the selection/approval of the Program Chair for the following Annual Meeting.

Section 2. *ION Chair of Meetings.* Collaborates with the Vice Chair to recommend the Annual Meetings locations for approval by the Executive Committee. Coordinates the Annual Meetings locations and dates with other ION scheduled events. Works with the ION Director of Operations on these issues.

Section 3. *General Chair.* Develops Annual Meeting themes with the Program Chair, organizes the schedule for technical sessions insuring that parallel sessions have minimal conflicts, presents the Annual Meeting plan to the Executive Committee for comments and recommendations (a simple outline and conference call suffices). Approves Technical Chairs (one per parallel session) recommended by the Program Chair. With the Program Chair, makes recommendations for changes to the Annual Meeting budget (See Article III, Section 2) and gains final approval from the Satellite Division Chair. Approves major expenditures within the approved budget. The budget will include a \$7500 reserve for contingencies, which can be released at the sole discretion of the General Chair. Selects Annual Meeting vendors consistent with these Bylaws (See Section 8 of Article VI). Insures that widespread and adequate publicity is achieved within the allocated budget constraints and recommends additional steps to expand attendance.

Section 4. *Program Chair.* Works with and reports to the General Chair as described in Section 4. Selects Technical Chairs and Session Chairs or approves Session Chairs recommended by Technical Chairs. Develops a technique for screening and accepting papers and notifying prospective authors. Uses the Technical Chairs and Session Chairs to select the best papers in each of their sessions. The Program Chair is fully responsible for the technical program and coordinates this program with the ION National Office. Gains formal approval for any additional Annual Meeting awards from the Executive Committee. Works with General Chair to select potential candidates for Program Chair for the following Annual Meeting. Recommends the first choice Program Chair candidate for the following Annual Meeting to the Executive Committee for approval. If this candidate is not approved, continues to recommend a candidate until approval is received or defaults selection to the Executive Committee.

ARTICLE VIII

Publications

Section 1. *Newsletter.* The Satellite Division shall provide information on its activities to the ION National Office and to the Editor of the ION Newsletter.

Section 2. *Endorsement.* Per ION bylaws.

ARTICLE IX

Finances

Section 1. *Fiscal Year.* The fiscal year of the Satellite Division shall be the same as that established for the National ION.

Section 2. *Budget.* Immediately following the conclusion of each Annual Meeting preliminary budget changes for the next Annual Meeting shall be established. The budget changes shall be

the responsibility of the Executive Committee. Additional participants to be invited to this meeting shall, at a minimum, include the General Chair and Program Chair of the just ended Annual Meeting, the ION Director of Operations and the ION Chair of Meetings. Other participants may be invited at the discretion of the Chair. At this meeting, the changes in the aims and objectives of the next Annual Meeting shall be determined on a preliminary basis. Budget changes shall be estimated for these proposed changes. Also, the just ended Annual Meeting budget shall be adjusted for next meeting time (inflation) and location. The estimated budget changes shall be recorded in the minutes of the meeting. Based on the minutes of this meeting and any additional inputs from the Chair, the ION Director of Operations shall present the annual budget for the Annual Meeting at the annual ION Winter Meeting for approval by the Council. This budget will be included along with other ION National Office annual budgets. As a member of the ION Council, the Chair shall verify that the budget presented is satisfactory. In addition, the Chair, with the assistance and cooperation of the Treasurer, shall prepare a proposed budget for the remainder of the Satellite Division planned activities for the next fiscal year. This proposed budget shall be approved by the Satellite Division Executive Committee before or during the occasion of the Annual ION Winter Meeting. A copy of this budget shall be provided to the ION Council for information purposes only. In this manner, the overall budget for the fiscal year shall be completed by the end of the ION Annual Winter meeting.

Section 3. *Special Funds.* Special Funds, such as those provided in the budget for awards, grants, and fellowships shall be administered by the Executive Committee.

Section 4. *Debts.* No financial obligation beyond those authorized in the approved budget shall be incurred on behalf of the Satellite Division or the ION by any person unless authorized by the ION Council.

Section 5. *Financial Reports.* All Satellite Division activities shall be included in all ION financial reports prepared by the National Office.

Section 6. *Solicitation.* No person shall solicit funds in the name of the Satellite Division for any purpose not specifically authorized by these Bylaws or specifically approved by the Satellite Division Executive Committee.

Section 7. *Satellite Division Annual Meeting.* The net proceeds of the annual meeting after all expenses (including student travel and awards, etc.) shall be allocated as follows: \$25,000 per year to the Satellite Division (1991) with an upward adjustment of 5% for inflation. The remainder to the ION parent organization. Prior to and during the meetings, the ION National Office shall pay the bills for expenses but this activity will be under the supervision of the General Chair of the meeting.

ARTICLE X

Emblem

Section 1. *Authorization.* No emblem shall be officially associated with the Satellite Division unless approved by the ION Council. The approval of a new emblem at any time shall automatically terminate previous approval of all other emblems. This section does not preclude the use of the corporate seal when appropriate.

Section 2. *Restriction to Use.* Per ION bylaws.

ARTICLE XI

Miscellaneous Restrictions and Guidance

Section 1. *Political Activity.* Per ION Bylaws.

Section 2. *Endorsements.* Per ION Bylaws. No commercial product will be singled out for awards or commendations which could be construed in any way as an endorsement.

Section 3. *Correspondence.* Per ION Bylaws.

Section 4. *Guidance.* The Bylaws of the National ION are to be used as the principal guidance document in the interpretation and possible modification of these Bylaws. In general, the Satellite Division Executive Committee is responsible for operating the Satellite Division in a manner consistent with the guidelines the ION has developed over the years and in the best interest of the Satellite Division membership.

ARTICLE XII

Amendments

Section 1. *Proposal.* Amendments to these Bylaws shall be consistent with the Articles of Incorporation of the ION and the ION bylaws may be proposed by a petition signed by twenty five voting members of the Satellite Division, or by five members of the ION Council, or by a resolution of the Council, or by a three fourths majority of the Satellite Division Executive Committee.

Section 2. *Approval by Satellite Division Executive Committee.* An amendment will be adopted if unanimously approved by the Satellite Division Executive Committee. If a majority approves, it will be put before the members (Section #4).

Section 3. *Approval by Members.* Alternatively, an amendment which has a majority but not unanimous approval of Satellite Division Executive Committee may be approved by a three fourths majority of the votes cast by the voting members of the Satellite Division in a mail ballot.

Section 4. *Notice of Proposed Amendment.* Prior notice of a proposed amendment shall be provided to the Satellite Division members to provide an opportunity for the expression of opinions pro and con. All such comments received within 30 days shall be submitted with the ballot.

Section 5. *Counting of Ballots.* Ballots shall carry a statement of the time limit for their return, which shall be not less than 20 days nor more than 60 days after mailing the ballots. Tellers appointed by the Satellite Division upon the recommendation of the Chair, shall count the ballots received by the closing date and report the count to the Chair, who shall announce the results. An amendment shall take effect immediately upon announcement unless provided otherwise in the amendments.

Section 6. *Review by ION President.* All amendments will be reviewed by the ION President to insure they do not conflict with the ION Charter or Bylaws.