ARTICLE I – Purpose & Activities

Section 1. Purpose. The purpose of the Military Division of the Institute of Navigation (hereafter referred to as “the Division”) is to further the Guidance, Navigation and Control (GN&C) capabilities of the U. S. Department of Defense (DOD) and the Department of Homeland Security (DHS) by sponsoring, organizing and directing conferences for government, industry, and academia.

Section 2. Activities. The primary activity of the Division includes the organization of the annual Joint Navigation Conference (JNC), a U.S. DOD and DHS GN&C conference with joint service and government participation focusing on technical advances in positioning, navigation and timing (PNT) with emphasis on joint development, test and support of affordable PNT systems, logistics and integration. From an operational perspective, the conference also focuses on advances in battlefield and homeland security applications of GPS; critical strengths or weaknesses of fielded navigation devices; warfighter PNT requirements and solutions; and navigation warfare. Other Division activities are established by the Division’s Chair with the advice of Government Liaisons.

ARTICLE II - Membership

Section 1. Eligibility. In order to be considered a member of the Division individuals must meet all of the following: 1) be a U.S. citizen; 2) be a current U.S. DOD/DHS employee or employed by an organization supporting the same; 3) be an ION member; and 4) must have attended one JNC meeting in the past three years.

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

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

ARTICLE III –Leadership

Section 1. Eligibility. To be eligible to participate in Division leadership a member must meet all membership criteria as defined in Article II; be a current U.S. DOD/DHS employee or an employee of a not-for-profit organization supporting the same; and must have participated in
three of the Division’s JNC conferences in the past five years. The ION National Office shall verify all eligibility requirements are met before individuals participate.

Section 2. Authority. All decisions, except revision of bylaws (see Article VII), shall be made by the Chair with the advice and recommendations of the Vice Chair and Government Liaisons. The Chair shall advise the Vice Chair, all Government Liaisons, the ION President and the ION’s Executive Director of all decisions during meetings of the Division or by teleconference or email.

Section 3. Chair. A Chair shall lead the Division, exercise general supervision of the affairs and finances of the Division and serve as the General Chair of the Division’s annual meeting. The Chair, with the advice and recommendations of the Division’s Vice Chair and Government Liaisons, may make appointments to ad hoc positions as required. The Chair shall work with the ION National Office in the preparation of the Division’s annual budget, excluding meeting budgets (see Article V, Section 2 for this budgeting process), for approval by the ION Executive Committee. The Chair may co-sign Division checks and report on the financial operation of the Division as requested. The Chair will be appointed biennially by the ION President at the recommendation of the Division’s Government Liaisons. The Chair shall serve for a two year term, and upon mutual consent, may serve up to three consecutive terms. The Chair shall report to the ION President. The Chair shall serve as a liaison between the Division and the ION Executive Committee. The Chair shall operate as an advisory non-voting member of the ION Executive Committee. The Chair shall not receive any financial compensation other than reimbursement of reasonable and customary expenses incurred on behalf of the Division as authorized.

Section 4. Vice Chair. The Vice Chair shall be appointed by the Chair with the advice and recommendation of the Division’s Government Liaisons. The Vice Chair shall assist the Chair as directed. The Vice Chair may co-sign Division checks. In the absence or incapacity of the Chair, the Vice Chair shall perform the Chair’s duties until a new Chair is appointed by the ION President. The Vice Chair shall not receive any financial compensation other than reimbursement of reasonable and customary expenses incurred on behalf of the Division as authorized by the Division Chair.

Section 5. Government Liaisons. Government Liaisons from various branches of DOD, DHS, or other government/non-profit organizations supporting the same shall advise the Division Chair on all matters pertaining to the Division. The Division Chair shall invite a minimum of five and a maximum of 20 Government Liaisons. It is expected the Chair will seek to balance Government Liaisons’ representation among the various branches of DOD/DHS and non-profits that service the same. Government Liaisons shall serve for a minimum of three years, but may be reappointed by the Division Chair to serve for an unlimited number of consecutive terms. Government Liaisons shall not receive any financial compensation other than reimbursement of reasonable and customary expenses incurred on behalf of the Division as authorized by the Division Chair.

Section 6. Other Members. The Division’s Chair may call upon other members of the Division to assist the Division in the organization and execution of Division meetings, technical program
planning, and in any other capacity that is consistent with their government organization’s direction. Other members shall not receive any financial compensation other than reimbursement of reasonable and customary expenses incurred on behalf of the Division as authorized by the Division Chair.

Section 7. Meetings of the Leadership. The Chair shall preside at all Division meetings. The Division shall determine its own rules and meetings consistent with the Division’s bylaws and, as appropriate, the bylaws of the Institute. The ION President and ION Executive Director shall be invited to participate in all Division meetings.

Section 8. Conflict of Interest. On any matter upon which the Division Chair, Vice Chair or Government Liaisons may act or advise, any member who faces a conflict of interest, whether actual or perceived shall recuse himself or herself from involvement. The minutes of any meeting shall reflect the disclosure of the conflict and the recusal of the member with such conflict. Division leadership shall review the ION’s Conflict of Interest Policy on an annual basis.

Section 9. Removal. The Chair may be removed by the ION President. The Vice Chair and/or Government Liaisons may be removed by the Chair.

Section 10. Indemnification. See Article XIV of the ION Bylaws.

ARTICLE IV - Meetings

Section 1. Annual Meeting of the Division. An annual meeting, known as the Joint Navigation Conference (JNC), shall be held each year at a place and on dates determined by the Division upon coordination with the ION Executive Director and ION Chair of Meetings.

Section 2. Special and Joint Meetings. A special meeting, or a meeting sponsored jointly by the Division and one or more other organizations, may be held as requested by the Division Chair upon the advice and recommendation of Government Liaisons. All meetings shall be coordinated with the ION Executive Director and ION Chair of Meetings. All special and/or joint meetings shall comply with the ION’s co-sponsored meeting policy.

Section 3. General Chair. The Chair of the Division shall act as the General Chair of the Division’s annual meeting.

Section 4. Program Chair. The Chair of the Division shall appoint a conference Program Chair of the Division’s annual meeting. The Program Chair shall develop and organize the technical program and appoint Track Chairs as needed. The Program Chair shall report to the General Chair.

Section 4. Meetings Finances. Meeting budgets shall be proposed by the ION National Office staff and ION Chair of Meetings. The Division Chair shall review and advise on all budgets for all Division meetings, including fees to be charged for registration, exhibit space, and other purposes. Final budget approval shall be authorized by the ION’s Executive Committee. The
ION National Office shall collect all meeting revenues, manage the payment of all meeting expenses and report all activities according to generally accepted accounting procedures (GAAP).

**Section 5. Schedules and Reports.** The ION President, ION Executive Director 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.

**Section 6. Meeting Service Vendors.** Vendors for Division meetings shall be selected by the ION National Office. Vendors shall be chosen to ensure that price and quality are consistent with ION members’ expectations, and to avoid real or perceived conflict of interest.

**ARTICLE V – Finances**

**Section 1. Fiscal Year.** The fiscal year of the 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 recommended. The ION National Office shall adjust the budget for the next scheduled meeting time (inflation) and location. The ION National Office shall present the budget for the Division’s annual meeting, as part of the ION’s annual budget, at the ION’s winter Council meeting for Council approval. In addition, the Division Chair with the advice of the Government Liaisons shall prepare a proposed budget for the remainder of the Division’s planned activities for the next fiscal year. This proposed budget shall be submitted to the ION National Office by October each year. A copy of this budget shall be provided to the ION Council for information purposes only.

**Section 3. Restricted Funds.** The ION shall maintain separate restricted banking and/or investment funds for the Division. Division funds shall be tracked and reported in the ION’s accounting system according to generally accepted accounting procedures (GAAP). The Division Chair, Vice Chair and ION Executive Director shall be authorized signers on all Division accounts. Two signatures shall be required to transact business from restricted funds, one signature from either the Division Chair or Vice Chair and the signature of the ION Executive Director. Should the Division dissolve the ION shall retain all Division assets.

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

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

**Section 6. Audit.** The Division and Division accounts shall be subject to audit by the National Office or its appointed representatives for the purpose of filing tax returns.

**Section 7. Solicitation.** No person shall solicit funds in the name of the Division for any purpose not specifically authorized by these bylaws or specifically approved by the Division Chair.
Section 8. Annual Meeting. The net excess of the Division’s annual JNC meeting, after all expenses are paid, shall be allocated as follows: 10% shall be retained by the Division in restricted Division accounts for Division activities; the remainder shall be retained by the ION parent organization.

ARTICLE VI – Miscellaneous Restrictions

Section 1. Emblem. No emblem shall be officially associated with the 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.

Section 3. Political Activity. Per ION bylaws.

Section 4. Representing the Views of the Division. The Division Chair may represent the views of the Division to the ION Executive Committee, but per the ION’s bylaws, views of the Division must be consistent with those of the Institute. No member is authorized to represent or express views, opinions or recommendations as views, opinions or recommendations of the Institute or the Division without, previous written, approval of the ION Council.

Section 5. 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 6. Correspondence. Per ION bylaws.

Section 7. 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 Division Chair is responsible for operating the Division in a manner consistent with the guidelines the ION has developed over the years and in the best interest of the membership.

ARTICLE VII - Amendments

Section 1. Proposal. Amendments to these bylaws shall be consistent with the Articles of Incorporation of the ION and the ION bylaws and may be proposed by the Division Chair with the advice of the Vice Chair and Government Liaisons.

Section 2. Approval by ION President. All amendments, after being approved the Division Chair, must be reviewed and approved by the ION President to insure they do not conflict with the ION Charter or Bylaws.