



The Institute of Navigation SATELLITE DIVISION BYLAWS

*Adopted by the Satellite Division Executive Committee September 12, 2014
(Approved by the ION President September 12, 2014)*

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, is a member of the ION and has attended one Annual Meeting in the previous three years is considered a member of the Satellite Division

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

Officers

Section 1. Chair. The Chair shall be the chief executive officer 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 ION President 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 National Office 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 VIII, 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 and Chair the Student Paper Awards Committee for the Annual Meeting.

ARTICLE III

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 in May. 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 schedule. 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 distributed in July to eligible Satellite Division members. 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 in August. Election results shall be announced to the Satellite Division membership at the Annual Meeting. The incoming officers shall take office at the conclusion of the 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 IV

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 established 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 membership voting as described in Section 3 of Article III.

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, Secretary and ION President. 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 V

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 National Office 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 National Office 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 National Office and Chair of Meetings.

Section 5. *Meetings Expenses.* Budgets for all meetings, including fees to be charged for registration, exhibit space, and other purposes shall be prepared by the National Office and reviewed by the Chair. These budgets shall be coordinated with the ION annual budget via the ION National Office.

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 ION's journal, NAVIGATION. Publication rights of the conference papers remain the property of the author(s).

ARTICLE VI

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 ION National 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 and Tutorial Chair for the following Annual Meeting.

Section 2. *ION Chair of Meetings.* Coordinates the Annual Meetings locations and dates with other ION scheduled events. Works with the ION National Office 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.

Section 4. *Program Chair.* Works with and reports to the General Chair as described in Section 3. 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.

Section 5. *Tutorials Chair.* Shall organize preconference short course topics, create schedule and invite proposed instructors (based on the current tutorial policy and instructor requirements) after receiving the Satellite Division Chair's approval. Shall review courses and course evaluations and make recommendations for the future.

ARTICLE VII

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 VIII

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 recommended. The ION National Office shall adjust the budget for next meeting time for 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

assistance and cooperation of the Division Treasurer, shall prepare a proposed budget for the remainder of the Division's planned activities for the next fiscal year. This proposed budget shall be reviewed by the Committee before October each year. A copy of this budget shall be provided to the ION Council for information purposes only.

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 Revenues.* A commission on the annual meeting will be allocated to the Division at a flat rate of 5% of total conference revenue. This revenue will be used to fund Division programs as outlined in the Division's budget or as appropriated by the Satellite Division Executive Committee.

Section 8. *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 Treasurer, Division Chair and ION Executive Director shall be authorized signers on Division accounts. Two signatures shall be required to transact business from restricted funds, one signature from either the Division Chair or Treasurer and the signature of the ION Executive Director. Should the Division dissolve the ION shall retain all Division assets. The Division authorizes that the asset management fees for management of the Division's investment account may be debited quarterly directly from the account's earnings.

ARTICLE IX

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 X

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 XI

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.