

# BY-LAWS

## INTERNATIONAL CONSORTIUM FOR TELEMETRY SPECTUM

### Revision 3.1

#### **1. Purpose**

The purpose of the By-Laws will be to provide a working set of operational procedures for the successful implementation of the chartered International Consortium for Telemetry Spectrum (ICTS). The By-Laws shall at all times conform to the ICTS Charter.

##### **1.1 Direction**

Through its Chair, the ICTS shall be responsible for adherence to the ICTS Charter.

##### **1.2 ICTS Year**

The ICTS year shall begin immediately following the ICTS Annual Meeting, held in conjunction with the International Telemetering Conference (ITC).

#### **2. Committees**

The ICTS shall have standing committees consisting of a Nominating Committee and technical committees as defined herein.

##### **2.1 Nominating Committee**

The Nominating Committee shall consist of the three ICTS Regional Coordinators. The Nominating Committee term of membership shall coincide with the term of office of the ICTS Regional Officers.

###### **2.1.1 Duties**

**2.1.1.1** Each ICTS Regional Coordinator shall recommend persons to fill new or vacant membership positions at each ICTS Annual Meeting.

**2.1.1.2** The Nominating Committee shall recommend the names of standing Members to hold the positions of Secretary-Treasurer, Vice-Chair, Chair and Regional Coordinators at the Annual Meeting in each even numbered year.

##### **2.2 Technical Committees**

The ICTS shall form temporary committees as required to focus on specific areas of interest to the ICTS.

###### **2.2.1 Formation**

Committee chairs shall serve by appointment of the ICTS Chair. The ICTS Chair shall appoint ICTS Members and Alternates to serve on committees. The committee chair may appoint other Members as required.

### **2.2.2 Tasks**

Each of the committees shall function as a fact-finding group for the Consortium and shall obtain its information both by personal contact and by formal presentation of qualified individuals to the committee and/or Consortium. Each committee shall perform the following functions:

- (a) Research the specific area of interest.
- (b) Comment on the potential impact to planned and existing telemetering applications.
- (c) Communicate issues and impacts to ICTS Regional Coordinators for dissemination to ICTS Members.
- (d) Report on committee status at Annual Meetings. Presentations by non-ICTS members shall be on an invitation basis only and Members shall not release information as public information.
- (e) Perform other related tasks as assigned by the Chair.

### **2.2.3 Release of Information**

No external release of committee reports and correspondence shall be made in the name of the ICTS or the IFT.

## **3. Membership**

The ICTS shall have four categories of membership. The qualifications and other membership requirements are stated herein. The categories of ICTS membership shall be Regular, Associate, *ex-Officio*, and Emeritus.

### **3.1 Regular Members**

The ICTS shall have a limited number of Regular Members. Regular Membership shall include three current officers (Chair, Vice-Chair, Secretary/Treasurer), three to six past officers, three Regional Coordinators, and no more than six technical experts. Regular members also include Ex-Officio and Emeriti. Only Regular Members may vote.

#### **3.1.1 Qualifications**

In order to be qualified to serve as a Member of ICTS a person must be either 1) a technical expert actively engaged in telemetry-related activities, such as telemetering instrumentation, data systems, communications, and telemetry frequency management, or possess outstanding qualifications by virtue of long experience in these fields or 2) be a current or past officer or Regional Coordinator in the ICTS. The Nominating Committee shall recommend potential members based upon technical stature and capability to participate actively in ICTS activities.

### **3.1.2 Regular Member Selection**

Prospective Regular Members who have been nominated by members of the Nominating Committee shall be confirmed at either the Annual Meeting or at the second meeting scheduled each year to coincide with the European Telemetry Conference (even-numbered years) or European Test and Telemetry Conference (odd-numbered years). Confirmation will require a majority vote among ICTS Members present.

### **3.1.3 Resignation of Membership**

If a Member resigns or is otherwise unable to serve a complete term, the Nominating Committee shall recommend a qualified replacement or choose to dissolve the position completely.

### **3.1.4 Alternates**

Each Regular Member can nominate a permanent Alternate who is in the Member's own ITU sphere of interest and meets the same qualifications as a Regular Member. The nominee must be approved in a manner similar to Regular Members. The Alternate will be encouraged to attend all meetings. The Alternate shall vote in the absence of the Regular Member.

### **3.1.5 Ex-Officio Member**

The Chair of the IFT may appoint a representative to serve as liaison between the IFT and the ICTS. This representative shall be an Ex-Officio Member of the ICTS.

There shall be one Ex-Officio Member of the ICTS as defined herein. The Ex-Officio Member of the ICTS shall have voting rights on all issues, and may hold the office of Chair, Vice-Chair, Secretary-Treasurer, or Regional Coordinator.

### **3.1.6 Members Emeriti**

The ICTS may elect Members Emeriti from time to time as appropriate. A Member Emeritus shall have the right to attend all ICTS meetings, be a committee chair, and have same voting rights as Regular Members. A Member Emeritus is obliged to participate actively in ICTS affairs within the constraints of their situation.

The qualifications for Member Emeritus shall be:

- The Member shall have been a Regular Member of the ICTS for at least five years and shall have been active in ICTS matters during his/her tenure.
- The Member shall be desirous of maintaining an active interest and participation in ICTS matters.
- Nomination for Membership Emeritus shall be by unanimous vote of the ICTS Officers. Any Member or past Member may recommend a person for Member Emeritus.
- If recommendation is not by request of the prospective Member Emeritus, the Member shall indicate their desire to serve actively as a Member Emeritus prior to the vote of the full Consortium on their election.

### **3.1.7 Sponsorship**

Each Regular Member shall assure the ICTS of his/her ability to meet the obligations of membership upon becoming a Member. The obligations include the time and costs associated with attending at least one ICTS meeting per year. This assurance may come from the Member or the Member's employing organization.

## **3.2 Associate Members**

The ICTS shall have an unlimited number of Associate Members. Associate Members do not have voting rights but are included in ICTS distributions and meeting announcements.

### **3.2.1 Qualifications**

In order to be qualified to serve as an Associate Member of the ICTS a person must be 1) actively engaged in telemetry-related activities, such as telemetering instrumentation, data systems, communications, and telemetry frequency management, or possess outstanding qualifications by virtue of long experience in these fields and 2) be approved by their Regional Coordinator.

## **3.3 Resignation of Membership**

If an Associate Member resigns or is otherwise unable to serve a complete term, their Regional Coordinator will remove him/her from all ICTS distribution lists.

## **4. Organization**

The Consortium shall have the following Officers: Chair, Vice-Chair, and Secretary-Treasurer.

There shall also be three Regional Coordinators. The Regional Coordinators shall consist of an International Telecommunications Union (ITU) Region 1 Coordinator, an ITU Region 2 Coordinator, and an ITU Region 3 Coordinator.

### **4.1 ICTS Officers**

The Chair, Vice-Chair and Secretary-Treasurer shall be elected from the Membership.

#### **4.1.1 Term of Office**

Officers shall serve for a two-year term of office beginning at the start of the ICTS Year in even-numbered calendar years.

#### **4.1.2 Officer Succession**

All Officers may be re-elected. If the Chair is unable to serve out their term of office, the Vice-Chair shall serve the Chair's remaining term of office. If the Vice-Chair or Secretary-Treasurer is unable to serve out his or her term of office, the remaining ICTS Officers and Regional Coordinators shall select replacements to serve the remaining term of office.

#### **4.1.3 Officer Elections**

Nominations for Chair, Vice-Chair and Secretary-Treasurer shall be submitted to the

Nominating Committee. Elections will be held in even-numbered calendar years at the ICTS Annual Meeting. Members who are unable to attend may vote by proxy via their Alternate or via their Regional Coordinators.

## **4.2 ICTS Regional Coordinators**

There shall be an ICTS Regional Coordinator for each ITU Region. The ICTS Associate Members within each specific Region shall elect regional Coordinators.

### **4.2.1 Term of Office**

Regional Coordinators shall serve for a two-year term coinciding with the ICTS Officers term of office. Regional Coordinators may be re-elected.

### **4.2.2 Regional Coordinator Elections**

Each current Regional Coordinator will be responsible for soliciting nominations for their replacement. Regional Coordinators shall announce their replacement at the ICTS Annual Meeting. A simple majority vote of the Regular and Associate membership shall confirm the selection.

### **4.2.3 Country Coordinators.**

Each current Regional Coordinator may designate sub-region or country coordinators to serve as official ICTS representatives in that region. Only Members in their Region shall be eligible to serve. Regional Coordinators shall announce those designations to the ICTS Officers.

## **5. Meetings**

There shall be a minimum of two (2) scheduled ICTS meetings per year.

### **5.1 Meeting Schedule**

The ICTS Annual Meeting shall be held in conjunction with the International Telemetering Conference each year. A second meeting shall be scheduled each year to coincide with the European Test and Telemetry Conference. Regional meetings will be held on an as-needed basis.

### **5.2 Notice**

At least four weeks written notice shall be required to call an official meeting. In exceptional cases the Chair may schedule or reschedule a meeting on shorter notice, but not less than two weeks.

### **5.3 Attendance**

Members are expected to attend at least one regularly scheduled meeting per year. The Alternate shall attend meetings when the Member is unable to attend. Failure to regularly attend scheduled meetings can be considered grounds for termination of Membership.

## **6. Requirements for Transaction of Business**

The official actions of the ICTS shall be classified as Policy Matters or Routine Matters. For the purposes of this section, the word Member refers to Regular Members or their Alternate in case of absence, Members Emeritus, and *ex-Officio* Members.

### **6.1 Policy Matters**

Policy Matters shall require the concurrence of a majority of all voting Members, which will also constitute a quorum, at the Annual Meeting. All policy matters will be presented to ICTS members at least thirty (30) calendar days before the Annual Meeting to allow input and voting by Members unable to attend.

A policy matter is defined as any of the following:

- Election of Officers
- Amendment, Suspension or Adoption of By-Laws

### **6.2 Routine Matters**

Official action of the Consortium on routine business matters shall be determined by the concurring vote of a majority of the Members present.

### **6.3 Ability to Transact Business Outside of Scheduled Meetings**

Notwithstanding anything else in this section, all matters may be submitted for a vote of the membership outside of a meeting when appropriate ("mail vote"). The matter shall be submitted and votes received in a format that may be retained for permanent records, e.g. letter mail, facsimile, or email hardcopy. The Chair shall provide notice and pertinent information and at least 30 calendar days prior to the set date for return votes.

## **7. Business**

### **7.1 Program**

At the beginning of each ICTS year, the Officers shall prepare a program for the year's activity and submit it for approval of the membership. Implementation of the outlined tasks shall be via duly constituted committees.

### **7.2 Reporting**

The ICTS Chair shall submit an annual written report and a separate financial statement to the IFT. The annual written report shall be submitted for timely inclusion in *The Proceedings of the International Telemetering Conference*. The financial statement shall be prepared by the Secretary/Treasurer prior to the Annual Meeting and shall include a budget and request for sponsorship support for the coming year.

## **8. Relaxed Status**

The ICTS can decide to conduct business under a “relaxed status” structure if voted by the members and approved by the IFT. This places the ICTS in a “on call” status suspending some business activities until needed by the IFT. Under “Relaxed Status” the ICTS suspends non-critical business operations except annual meeting, website maintenance, and Nichols Award activities.

To return to active status, the remaining 3 active members must concur, and the IFT must approve the need to reestablish normal business and membership. All past members will be reinstated upon their concurrence. Election of new officers will be conducted as soon as possible.

### **8.1 Purpose**

Under “Relaxed Status” the Charter of the ICTS is not changed.

### **8.2 Committees**

Under “Relaxed Status” the Committee work of the ICTS is not changed.

### **8.3 Membership**

Under “Relaxed Status” the memberships are not changed.

### **8.4 Organization**

Under “Relaxed Status” the active organization is modified to only consists of the Chairman, Secretary, and Regional coordinators.

Terms of office are indefinite, elections are suspended, and replacements are nominated by remaining officers and appointed by the IFT.

### **8.5 Meetings.**

Under “Relaxed Status” all scheduled meetings are suspended except the Annual meeting conducted in association with the International Telemetry Conference. The Annual Meeting can be conducted live, virtually, or proxy by email. A special meeting can be called by the remaining officers on a “as needed” basis and all past members will be notified as available.

### **8.6 Business**

Under “Relaxed Status” non-critical business is suspended except for the Annual Meeting, website maintenance, and Nichols Award promotion and selection. Technical work in association with monitoring WRC agenda items/telemetry spectrum encroachment threats and website updates/reporting is considered critical and will remain active.

Any other necessary business will be proposed by the remaining officers for approval of the IFT on an as-needed basis.

An annual status report will be provided to the IFT on a as needed basis or by request of the IFT.

## **9. By-Laws**

### **9.1 Adoption or Amendment**

By-Laws may be adopted or amended by an affirmative vote of Consortium Members as defined in 6, Requirements for Transaction of Business. Changes to the By-Laws shall be approved by the Sponsoring Organization (IFT) before taking effect.

### **9.2 Suspension**

These By-Laws may be suspended by an affirmative vote of Consortium Members as defined in 6.0, Requirements for Transaction of Business. Suspension of the By-Laws shall be approved by the Sponsoring Organization (IFT) before taking effect.