

CONSTITUTION FOR ELECTROMAGNETIC SYSTEMS INTEREST GROUP

1. NAME AND OBJECTS

1.1 Name

The name of the group shall be The ElectroMagnetic Systems Interest Group, subtitled 'The UK Radar Society.'

1.2 Objects

The object of the group is to bring together people working in the fields of radar, electronic surveillance, radiometry and similar disciplines. This object will be fostered by promoting networking and cooperation between experts working in Industry (from Prime Government Contractors to Small and Medium sized Enterprises), Academia (from Professorial staff to PhD students) and Government organisations (e.g. Ministry of Defence, Defence Science and Technology Laboratory, UK Research Councils, Innovate UK).

1.3 Officers

The officers of the EMSIG shall be:

The chair

The vice-chair

The secretary

1.4 Executive Committee

The day to day running of the EMSIG shall be undertaken by the Executive Committee, taking account of advice of the Steering Committee.

The Executive Committee shall be chaired by the chair of the EMSIG, or in their absence by the vice-chair.

The Executive Committee shall consist of five members.

The Executive Committee shall create standing orders to regulate its meetings. The Executive Committee may modify these as required from time to time.

1.5 Steering Committee

The Steering Committee shall be chaired by the chair of the EMSIG, or in their absence by the vice-chair.

The Steering Committee shall consist of twenty one members.

The Executive Committee shall create standing orders to regulate the meetings of the Steering Committee. The Executive Committee may modify these as required from time to time.

2. MEMBERSHIP

Individuals who are active in the field of electromagnetic systems at frequencies below 10THz in the United Kingdom shall be eligible for membership on application to the Secretary. Decisions to grant membership shall be made by the Executive Committee.

Membership may be revoked at the discretion of the Executive Committee.

The Executive Committee shall not be required to give reasons for any decisions to grant, deny or revoke membership.

No joining fees nor subscriptions shall be payable for membership.

3. ANNUAL BUSINESS MEETING

The Executive Committee shall organise a Business Meeting of the EMSIG annually in the early summer. Business at this meeting shall include a report presented by the Executive Committee on the previous year's activities, questions to the Executive Committee and elections of members of the Steering Committee as well as any such other business as shall be decided by the Executive Committee or requested by at least six members of the group.

The date of the Annual Business Meeting shall be circulated to the membership at least eight weeks in advance. Requests for items to be discussed at the Annual Business Meeting shall be sent to the Secretary to arrive at least five weeks before the meeting.

4. EXTRAORDINARY BUSINESS MEETINGS

Extraordinary Business Meetings may be called by the Executive Committee or shall be called at the request of any six members of the EMSIG. Such a request shall include an agenda for the meeting. The meeting shall be held within six weeks of a request by members.

4.1 Quorum

No decisions made at an Extraordinary Business Meeting shall be have any force unless one tenth of the members of EMSIG attend the meeting.

5. NOTICE OF MEETINGS

The Secretary shall give the membership at least four weeks' notice shall be given of any Business Meeting of the EMSIG. The notice shall include the agenda.

The Secretary shall circulate the minutes of any Business Meeting of the EMSIG to the Group within eight weeks of the Meeting.

6. ELECTIONS

6.1 Steering Committee

The seven members of the Steering Committee who have served longest since they were elected and any who have been co-opted shall retire each year. Elections shall take place to replace them. Any retiring member may offer themselves for re-election. Any members of the EMSIG may offer themselves for election to the Steering Committee. Any member who wishes to stand for election shall give their name to the Secretary not less than seven days before the Annual Business Meeting.

In the event that more candidates present themselves than there are vacancies a ballot shall be held.

The ballot shall be held electronically. The method of carrying-out the ballot shall be determined by the Chair and approved in advance by the Steering Committee. The ballot shall then be organized by the Chair to be completed within four weeks of the Annual Business Meeting. The Chair shall then announce the result of the ballot electronically to the members of the EMSIG.

Each member of the EMSIG shall be entitled to vote. Each voter shall have seven votes but may not give more than one vote to any one candidate.

Where owing to an equality of votes an election is not decided, the decision between the persons for whom the equal number of votes have been cast shall be taken by lot.

If there is no ballot, the changes to the Committee membership shall take effect at the end of the Annual Business Meeting. If a ballot takes place, the changes shall take place seven days after the result of the ballot has been communicated to the members.

6.2 Executive Committee

After each Annual Business Meeting, the Steering Committee shall elect the five members of the Executive Committee from amongst the membership of the Steering Committee. If a ballot is required it shall be conducted by a show of hands, with each member of the Steering Committee having five votes.

6.3 Officers

After the members of the Executive Committee have been elected, they shall choose a Chair, a Vice Chair and a Secretary from amongst their members.

7. RESIGNATIONS

Members of the Group may resign from the Committees or from the Group by giving notice to the Secretary. Any member to whom it is impossible to send emails or who has not attended any meetings of the Group nor of any of its Focus Groups for a period of five years shall be deemed to have resigned from the EMSIG.

7.1 Steering Committee

If a member resigns from the Steering Committee, the remaining members of that Committee shall co-opt another member of the EMSIG to take the place of the member who has resigned.

7.2 Executive Committee

If a member resigns from the Executive Committee, the remaining members of that Committee shall co-opt another member of the Steering Committee to take the place of the member who has resigned.

8. WEB SITE

The EMSIG shall have a publically-accessible Web Site. The current membership of the Committee, an email address for the Secretary and the dates, venues and agendas of any forthcoming meetings of the Group and its Special Interest Groups shall be placed on the Web Site. All changes in such information shall be incorporated into the Web Site within two weeks of the changes occurring.

9. FOCUS GROUPS

Any member or members of the EMSIG may request the Committee, through the Secretary, for leave to set up a Focus Group to look at a particular topic. The Focus Groups can organise

Specialist Technical Meetings, the production of Papers or carry out other activities within their scope.

The members who set up a Focus Group shall be assumed to have responsibility for running the Special Interest Group, unless they inform the Secretary that some other Member or Members have taken over its running.

Those running a Focus Group may disband it at any time if they consider that it has fulfilled the purpose for which it was established.

If a Focus Group is inactive for three years, the Committee may, after consultation with those running the Focus Group, disband it.

10. CHARGES FOR EVENTS

The Committee may authorize the charging of a fee to attend a meeting of the Group, in order to cover the costs of hiring the venue and of refreshments and meals.

No fee may be charged for attending a Business Meeting.

11. DISSOLUTION

Notwithstanding anything in section 6, if less than one tenth of the members of the EMSIG attend the Annual Business Meeting, no elections shall be held but instead the EMSIG shall be dissolved. The secretary shall inform all the members that the Group has been dissolved and shall arrange that a notice that effect is posted on the Web Site. The Web Site shall be taken down on the first anniversary of the last Annual Business Meeting.

12. CHANGES

This constitution may be changed by a simple majority of those voting at any meeting of the Group, either at the Annual Business Meeting or at an Extraordinary Business Meeting. For a change to be made in the constitution at least thirty Members of the Group must be present at the Meeting.