

## TSCC Bylaws - Approved 20 October 1994

### 1.0 Purpose

The purpose of the By Laws shall be to provide a working set of operational procedures for the successful implementation of the chartered TSCC objectives. The By Laws shall at all times conform to the TSCC Charter.

### 1.1 Direction

Through its Chair, the TSCC shall be responsible for adherence to its chartered objectives.

### 1.2 TSCC Year

The TSCC year shall begin immediately following the TSCC Annual Meeting, held in conjunction with the International Telemetry Conference.

## 2.0 Sub-committees

The TSCC shall have standing sub-committees consisting of a nominating sub-committee and technical sub-committees as defined herein.

### 2.1 Nominating Sub-committee

The nominating sub-committee shall propose TSCC members and officers for approval by the membership. Prospective TSCC members and officers can be nominated by the TSCC membership or by a nominating sub-committee. All nominations must be approved by a membership vote.

#### 2.1.1 Membership

The Nominating sub-committee shall consist of three members of the TSCC of any category. The membership shall consist of the immediate past Chair (or the most recent prior chair if the immediate past chair is unable to serve) who shall chair the sub-committee, and Two Members at Large elected by the TSCC membership.

#### 2.1.2 Term of Membership

The nominating sub-committee term of membership shall be for the two year term of office of the other TSCC officers.

#### 2.1.3 Duties

The Nominating sub-committee shall recommend the names of persons to fill vacant or expiring membership positions at each TSCC Annual Meeting. The nominating sub-committee shall recommend the names of

## TSCC Bylaws - Approved 20 October 1994

members to hold the positions of Secretary-Treasurer, Vice-Chair, and Members at Large of the Nominating sub-committee at the Annual Meeting in each even year. The Nominating sub-committee shall meet at the call of the chair to fill any vacancies in officers or membership as required.

### 2.2 Technical Sub-committees

The TSCC shall have technical sub-committees as required to provide focus in the technical areas of standards under study by the TSCC.

#### 2.2.1 Formation

Sub-committee chairs shall serve by appointment of and at the pleasure of the TSCC Chair. TSCC members and alternates shall be appointed to sub-committees by the TSCC Chair. Additional sub-committee members may be appointed by the sub-committee chair. Sub-committee members will be encouraged to attend sub-committee meetings held as called by the sub-committee chair.

#### 2.2.2 Task

Each sub-committee shall perform the following functions:

- (a) Determine what standards are in existence and published.
- (b) Comment on the technical impact of planned and existing standards.
- (c) Communicate industry desire for additional standards.
- (d) Coordinate the review of new standards.
- (e) Perform other related tasks as assigned by the chair.
- (f) Maintain records of the coordination and review process.

#### 2.2.3 Function

Each of the sub-committees shall function as a fact-finding group for the committee and shall obtain its information both by personal contact and by formal presentation of qualified individuals to the sub-committee and/or committee. The presentations shall be on an invitation basis only and no information shall be released as public information by sub-committee members.

#### 2.2.4 Recommendations

Upon completion of its investigations, each sub-committee shall present its report to the full committee.

#### 2.2.5 Action

The full committee shall act upon the report of the sub-committee.

## TSCC Bylaws - Approved 20 October 1994

### 2.2.6 Release of Information

All external release of sub-committee reports and correspondence shall be made in the name of the TSCC. Such release shall be made only with the approval of and over the signature of the TSCC chair.

### 3.0 Membership

The TSCC shall have three categories of membership. The qualifications, tenure, and other membership requirements are stated herein.

#### 3.1 Categories

The categories of TSCC membership shall be Regular, *ex-Officio*, and Emeritus.

#### 3.2 Regular Members

The TSCC shall have 16 Regular members, as defined herein.

##### 3.2.1 Qualifications

In order to be qualified to serve as a member of TSCC a person must be actively engaged in telemetry-related activities, such as telemetering instrumentation, data systems, and communications, or possess outstanding qualifications by virtue of long experience in these fields. The nominating sub-committee shall recommend potential members based upon technical stature and capability to participate actively in TSCC activities.

##### 3.2.2 Sphere of Interest

Selection of membership to the committee shall take into consideration that adequate representation shall always exist from the diverse groups constituting the telemetry community. Specifically, representatives of government and commercial entities shall each constitute a minimum of one-third of the regular TSCC membership. Any person meeting the requirements of 3.2.1, including but not limited to those in commercial, governmental, and academic organizations, may constitute the remaining one-third. Membership by representatives of non-US entities shall not exceed 25% of the total regular membership.

##### 3.2.2.1 Membership Entity Definition

Government entities are defined to include agencies of the United States Government, foreign governments, and not-for-profit organizations under contract to them. Commercial entities are defined as manufacturers or vendors of equipment, software, or systems, for-profit companies that use telemetry equipment, and suppliers of telemetry-related services, such as consulting, on a for-profit basis.

## TSCC Bylaws - Approved 20 October 1994

### 3.2.3 Term of Membership

Tenure of each committee member shall be for a five (5) year term, staggered so that the terms of 20% (to the nearest integer) of the regular membership end each year. Members may be re-nominated for additional terms by the nominating sub-committee.

### 3.2.4 Resignation of Membership

If a member resigns or is otherwise unable to serve a complete term, the nominating sub-committee shall recommend a qualified replacement to complete the unexpired term.

### 3.2.5 Alternates

Each Regular Member shall nominate a permanent Alternate who is in the member's own sphere of interest and meets the same high qualifications as a Regular Member. The nominee must be approved by a quorum of the full committee. The Alternate shall be kept informed of the committee activities and will be expected to actively serve on a sub-committee. The alternate will be encouraged to attend all meetings. The Alternate shall vote in the absence of the Regular Member.

### 3.2.6 Sponsorship

Each Regular Member And Alternate shall assure the TSCC 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 two committee meetings per year. This assurance may come from the Member or the Member's employing organization.

When a Member is elected or changes supervisors, the TSCC chair shall send a letter to the Member's supervisor explaining the obligations of membership and requesting a letter confirming the organization's intent to support the Member's obligation to the TSCC. The member shall relinquish his/her position unless an affirmative answer is received within 60 days of transmission of the TSCC letter or the Member assumes the support obligation as described below.

If a member's organization will not assume sponsorship, if the member is self-employed, or otherwise not employed in an organizational setting, the member shall send a letter to the TSCC Chair acknowledging the obligations of membership and confirming his/her intent to fulfill them.

## 3.3 Ex-officio Members

There shall be two ex-officio members of the TSCC as defined herein. Ex-Officio members of the TSCC shall be able to vote on all issues, but may not hold the office of Chair, Vice-Chair, or Secretary-Treasurer.

### 3.3.1 IFT Representative

The chair of the IFT may appoint a representative to serve as liaison between the IFT and the TSCC. This representative shall be an *ex-Officio* Member of the TSCC.

## TSCC Bylaws - Approved 20 October 1994

### 3.3.2 RCC Representative

The chair of the Telemetry Group(TG) of the Range Commanders Council shall be an *ex-Officio* Member of the TSCC or may appoint a representative for this purpose.

### 3.4 Members Emeriti

The TSCC may elect Members Emeriti from time to time as appropriate. The qualifications for Member Emeritus shall be:

- 1) The Member shall have been a Regular Member of the TSCC for at least one five year term and shall have been active in TSCC matters during his/her tenure.
- 2) The Member shall no longer be an employee of an organization defined in Section 3.2.2.1 of the By-Laws.
- 3) The Member shall be desirous of maintaining an active interest and participation in TSCC matters.
- 4) Nomination for membership Emeritus shall be by unanimous vote of the TSCC Officers. Any Member may recommend the officers consider a person for Membership Emeritus and any otherwise eligible member or past member may request consideration by the Officers.
- 5) If recommendation is not by request of the prospective Member Emeritus, the member shall indicate his/her desire to serve actively as an Member Emeritus prior to the vote of the full committee on his/her election.

### 3.4.1 Rights and Obligations

A Member Emeritus shall have the right to attend all TSCC meetings, be a sub-committee chair, and to vote on all issues before the TSCC. A Member Emeritus is obliged to participate actively in TSCC affairs within the constraints of his/her situation. A Member Emeritus may not hold the office of Chair, Vice-Chair, or Secretary-Treasurer.

### 4.0 Organization

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

The Vice-Chair and Secretary-Treasurer shall be elected from the membership. The Vice-Chair shall succeed the outgoing Chair.

### 4.1 Term of Office

Officers shall serve for a two year term of office. The term of office shall begin at the start of the TSCC Year in even calendar years.

## TSCC Bylaws - Approved 20 October 1994

### 4.2 Succession

The Secretary-Treasurer may be re-elected. If the Chair is unable to serve out his/her term of office, the Vice-Chair shall succeed to the Chair's unexpired term of office. Upon completion of the remaining term of office, the Vice-Chair will then continue to fulfill a two year term as Chair.

### 5.0 Meetings

There shall be a minimum of two scheduled committee meetings per year.

## TSCC Bylaws - Approved 20 October 1994

### 5.1 Meeting Schedule

The TSCC Annual meeting shall be held in conjunction with the International Telemetry Conference each year. A second meeting shall be scheduled each year at a time and place determined by the TSCC Chair.

### 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 the meeting if there is an assurance that a quorum will be present

### 5.3 Quorum

A quorum for committee meetings shall require ten (10) of the sixteen (16) regular members or their alternates.

### 5.4 Attendance

Members are expected to attend all regularly scheduled meetings. The Alternate shall attend all meetings when the Member is unable to attend.

### 5.5 Absence

The Chair shall be notified in advance when neither the Member nor Alternate is able to attend a meeting. In the event of emergency which prevents prior notification, the Chair shall be informed of the reason for absence within one week after the scheduled meeting. When properly notified, the Chair may excuse the absence of a Member. If a Member incurs two unexcused absences within a five year term, the Chair may declare the membership vacant.

### 6.0 Requirements for Transaction of Business

The official actions of the TSCC shall be classified as Policy Matters or Routine Matters as defined herein. 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

Approval of a policy matter shall require the concurring vote of two-thirds (2/3) of all Members present and voting.

#### 6.1.1 Definition

A policy matter is defined as any of the following:

- Election of Officers
- Selection of Members or Alternates
- Amendment, Suspension or Adoption of By-Laws

## TSCC Bylaws - Approved 20 October 1994

Any committee recommendation that goes outside the TSCC

### 6.2 Routine Matters

Official action of the committee on routine business matters shall be determined by the concurring vote of a majority of the Members present, provided a quorum is present.

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

Any matter may be submitted by the Chair 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 which may be retained for permanent records, e.g. letter mail or facsimile. The Chair shall submit available pertinent information and shall allow at least 15 calendar days for a response. The number of affirmative votes required shall be as defined under "Policy Matters" and "Routine Matters" above.

### 7.0 Business

The TSCC shall confine its activities to the Scope of work outlined under Section 3 of its Charter.

### 7.1 Program

At the beginning of each TSCC year the Officers shall prepare a program for the year's activity and submit it for approval of the membership

### 7.2 Implementation

Implementation of the outlined tasks shall be through the media of duly constituted sub-committees.

### 7.3 Reporting

An annual written report and a separate financial statement shall be submitted to the sponsor. They will be prepared by the current and/or outgoing Chair. The annual written report shall be submitted for timely inclusion in *The Proceedings of the International Telemetering Conference*. The financial statement shall be prepared immediately prior to the Annual Meeting and shall include a budget and request for sponsorship support for the coming year.

## 8 By-Laws

### 8.1 Adoption or Amendment

By-laws may be adopted or amended by an affirmative vote of committee members as defined in 6.0, Requirements for Transaction of Business. Changes to the By-Laws shall be approved by the Sponsoring Organization before taking effect.



## TSCC Bylaws - Approved 20 October 1994

### 8.2 Suspension

These By-laws may be suspended by an affirmative vote of committee members as defined in 6.0, Requirements for Transaction of Business.