By-Laws
of the

CONFERENCE
ON
PROPERTIES AND APPLICATIONS
OF MAGNETIC MATERIALS

September 1999
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PREAMBLE

The Conference on Properties and Applications of Magnetic Materials was conceived in 1982 by Prof. H. Messinger of the Department of Electrical and Computer Engineering at Illinois Institute of Technology and Dr. P. K. Rastogi of the Inland Steel Corporation.

The Conference has been held annually at the Illinois Institute of Technology, organized and administered by a group of representatives from academia and industry. The City of Chicago officially recognized the importance of this Conference on its tenth anniversary.

The Conference shall be administered in accordance with the provisions of the following by-laws.
**Article 1 – General**

1.1 The name of this Conference shall be the Conference on Properties and Applications of Magnetic Materials.

1.2 The official host of the Conference is the Illinois Institute of Technology.

1.3 In respect to article 1.2, the Local Coordinator of the Conference when it is held in Chicago shall be a member of the Illinois Institute of Technology.

1.4 The keynote lecture of this Conference shall be known as the Messinger Memorial Lecture.

1.5 The Conference year and the Conference fiscal year shall run from September 1st through August 31st of the following year.

**Article 2 – Objectives**

2.1 The purpose of the Conference shall be to advance the knowledge, understanding and application of magnetic materials.

2.2 This Conference will be an annual meeting to bring together, in an educational setting, scientists and engineers interested in basic and applied aspects of magnetic materials.

2.3 The purposes of the Conference shall be within the meaning of literary, scientific or educational purposes, as those terms are used in Section 501(c) (3) of the U.S. Internal Revenue Code, or any subsequent corresponding provision of the US Internal Revenue Code.

2.4 No part of the Conference activities shall consist of carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in any political campaign.

2.5 Subject to the limitations of the above, the Conference will carry out such other activities, as the Organizing Committee may deem appropriate.

**Article 3 - Organizing Committee**

3.1 **General**

3.1.1 The Conference shall be directed through an Organizing Committee consisting of 6-8 members with representation from academia and industry.
3.1.2 The Organizing Committee shall elect a Chair, a Treasurer and a Local Coordinator annually.

3.1.3 The Organizing Committee shall have full authority to operate the annual Conference, to select its time, place and program; make initial arrangements for future annual Conferences and to carry out other activities within the purpose of the Conference as appropriate.

3.1.4 The Organizing Committee shall be responsible for planning, organizing, and running the technical program. This will include securing invited speakers and session chairs, planning the sessions, and other Conference functions.

3.2 Meetings

3.2.1 The Organizing Committee shall meet twice annually (see 3.2.4) to carry out such business as required. This includes the election of officers from among its members at the annual meeting of a Chair, a Local Coordinator and a Treasurer. Their terms of office shall be for the subsequent Conference year. Officers may serve consecutive terms.

3.2.2 New members of the Organizing Committee shall be selected by a simple majority at a meeting of the Organizing Committee.

3.2.3 A new member of the Organizing Committee shall be elected for one term (a term being the equivalent of three full Conference years). Members may be elected to multiple terms by a simple majority vote of other members. No more than 3 members of the committee will be made up of new members in any given Conference year. New members will assume their duties on the expiration of the term of a departing member of the committee.

3.2.4 One meeting of the Organizing Committee (the "annual meeting") shall be held during the Conference and one meeting (the "semiannual meeting") shall be held in the Fall, after the end of the fiscal year of the Conference, at which time a complete financial report will be presented. Election of officers shall be held at the annual meeting, but new committee members can be put forward for election at either of these meetings.

3.2.5 Such matters as time, place, budget, and program content for future meetings will be decided by the Committee by a simple majority vote.

3.2.6 Special meetings of the Organizing Committee, when necessary, shall be called by the Chair with a minimum of two weeks notice to the members; special meetings may also be called by the Organizing Committee with the concurrence of at least one third of the members of the Organizing Committee.

3.2.7 If circumstances are such that business must be transacted, and it is not feasible to call a meeting at which it is reasonably expected that a quorum
would be in attendance, the Chair of the Organizing Committee may hold a "meeting-by-mail". Such a meeting could be by telephone or by e-mail. The agenda of such a meeting should be very limited as to topics. Any action taken as a result of such a meeting shall be subject to the same quorum and other requirements as a regular meeting.

3.3 **Quorum and voting rights**

3.3.1 A quorum shall consist of a majority of the members of the Organizing Committee.

3.3.2 All members of the Committee shall have voting rights, but the Chair shall only vote in event of a tie. Voting by proxy shall not be permitted.

3.3.3 A member of the Organizing Committee may be represented by a substitute at a meeting if the member is unable to attend; such a substitute may participate in the discussion, but shall not have a vote.

3.4 **Duties**

3.4.1 The Chair of the Organizing Committee shall also be the Conference Chair and shall, with the consent by vote of the Organizing Committee, appoint session chairs, may create *ad hoc* committees as necessary and appoint chairs for these committees.

3.4.2 The Local Coordinator shall provide and keep up to date all Conference records, and will also provide instructions and timetables based upon experience with past Conferences for the guidance of committee members.

3.4.3 The Treasurer shall be responsible for preparing the budget and handling the finances of the Conference as described in Article 7.

3.4.4 If either the Chair, Treasurer or Local Coordinator is unable to serve a full term, the Organizing Committee shall appoint a successor who shall serve until the end of the Conference year.

3.4.5 The Organizing Committee shall appoint members to the Advisory Committee; these members shall consist of a balanced number of representatives from academia and industry.

3.4.6 Removal of a member of Organizing Committee must be approved by a vote of at least two-thirds of the Organizing Committee.

3.4.7 The Organizing Committee may engage the services of paid secretarial assistance, a professional exhibits manager, and contract for other services as required.

3.4.8 The Chair of Organizing Committee shall provide a written report annually on the activities of the Conference.
Article 4 - Advisory Committee

4.1 The purpose of the advisory committee is to counsel the Organizing Committee pertaining to technical aspects of the Conference.

4.2 Persons chosen to serve on the Advisory Committee shall serve for one term (3 full Conference years). Members of the advisory committee may serve multiple terms upon approval of the Organizing Committee.

4.3 The Chair of the Organizing Committee shall serve as the Chair of the Advisory Committee.

4.4 In selecting the Advisory Committee, great care shall be taken to ensure that current fields of research and applications of magnetic materials are well represented.

4.5 At the annual meeting of the Organizing Committee the chair shall report on the activities of the Advisory Committee.

4.6 The Advisory Committee may hold meetings to discuss recommendations to the Organizing Committee on the technical content of the Conference.

Article 5 - Local Committee

5.1 The Local Committee shall consist of the Local Coordinator and other members appointed as desired by the Local Coordinator.

5.2 The Local Committee shall be responsible for all the physical requirements of the Conference as authorized by the Organizing Committee.

5.3 Duties

5.3.1 Make appropriate hotel and auditorium arrangements, reserve specific rooms for technical sessions or banquets, and meet any other requirements for running the Conference.

5.3.2 Arrange for facilities for Conference registration including tables, chairs, and necessary office equipment.

5.3.3 Arrange for microphones, public address systems, projectors and screens, and operators as required.

5.3.4 Provide hotel layout and other required information on accommodations.

5.3.5 Arrange for banquets and social events, including selection of menus when necessary.
5.3.6 Aid the speakers and session chairmen as necessary in order to ensure that all arrangements are in order.

5.3.7 Arrange for facilities for transportation, special exhibits, social programs and local publicity, as needed.

5.3.8 Provide cashiers and arrange for deposit of funds.

5.3.9 Arrange for the printing and mailing of Conference announcements, program notices and other materials as required.

5.3.10 Receive payments and make disbursements from the Conference account as authorized by the Treasurer.

5.3.11 Audit payment of bills invoiced to the Conference account.

5.3.12 Render a complete financial report to the Treasurer at the end of the fiscal year.

**Article 6 – Prohibitions**

6.1 No officer or member of the Organizing, Advisory, or other Committees shall receive any salary, compensation, or emolument of any kind from the Conference, either as such Officer or Director or in any other capacity unless authorized by the concurring votes of at least two-thirds (2/3) of the Organizing Committee.

6.2 No member of the Conference Organizing, Advisory, or other Committees shall be interested in or derive interest from, directly or indirectly, in any contract relating to the operations conducted by the Conference, or in any contract for furnishing supplies thereto, unless expressly authorized by the concurring votes of at least two-thirds (2/3) of the Organizing Committee.

6.3 Nothing in the preceding subsections 6.1 and 6.2 shall be construed as excluding, or requiring Organizing Committee authorization for contracts with organizations covering publishing, secretarial, consulting and/or Conference related expenses.

**Article 7 - Conference finances**

7.1 The Conference activities shall be operated on a self-supporting, non-profit basis with some safety factor for unforeseen eventualities.

7.2 Financial aid may be sought when necessary, in the form of an advance or loan of a reasonable amount, based on the Conference budget and supplied upon request of the Conference. Such requests for advances or loans shall be authorized by the Organizing Committee by at least a two thirds majority.
7.3 The Treasurer shall see that the Conference accounts are closed and audited as soon after the completion of the annual Conference as practicable. The funds remaining after paying expenses and repaying loans shall be retained in the Conference account.

7.4 The Treasurer shall keep a record of all monies and contractual and financial transactions in connection with the Conference. All records maintained by the Treasurer shall be turned over to his/her successor.

7.5 The Treasurer shall prepare a budget based on estimates obtained from each of the committees defined in Articles 3, 4 and 5, as well as a review of past Conference records.

7.6 The Treasurer shall submit the budget to the Organizing Committee for approval.

7.7 The Conference shall operate within 15% of the expense budget which has been approved. Should the Conference fail to maintain this financial directive, the Organizing Committee shall determine proper action.

7.8 The Treasurer is authorized to receive all funds and shall deposit them in the Conference account.

7.9 The Treasurer is responsible to the Organizing Committee for administration of all funds.

7.10 Any new initiatives that may entail costs that exceed $5000 must be approved by at least a 2/3 majority of the Organizing Committee.

**Article 8 - Financial report**

8.1 Following the conclusion of each annual Conference, the Treasurer shall present to the Organizing Committee a complete financial report. This shall be presented at the semiannual meeting of the Organizing Committee in the Fall. This report shall include:

8.1.1 A summary of income and expenses of the Conference during the past fiscal year.

8.1.2 A summary and total statement of any income received in advance, and of the accounts receivable and all other such current assets of the Conference as of the close of the Conference year.

8.1.3 A summary and total statement of any payments made in advance, and of the accounts payable and all other such current liabilities of the Conference, as of the close of the Conference year.
8.1.4 A Conference balance sheet as of the close of the fiscal year.

8.2 The Chair of the Organizing Committee shall appoint an Auditing Committee when necessary, to audit and certify the accuracy of the financial report, and also make recommendations for changes in carrying out the financial affairs of future Conferences. A complete copy of the audited and certified report shall be forwarded by the Treasurer to each of the members of the Organizing Committee.

**Article 9 - Sponsorship**

9.1 Sponsorship of the Conference shall be allowed under these by-laws.

9.2 New sponsors shall be accepted by at least a two-thirds vote of the Organizing Committee.

9.3 No vote of the Organizing Committee is necessary for a sponsor to withdraw.

**Article 10 - Publications**

10.1 The Conference proceedings will be distributed only to Conference attendees and persons who wish to purchase personal copies of the proceedings.

10.2 This Conference will not be engaged in the publication of formal Conference proceedings through open literature.

**Article 11 - Amendments**

11.1 These by-laws may be amended by at least a 2/3 majority vote of the Organizing Committee.

11.2 Any recommended amendments shall be sent to all members of the Organizing Committee at least two weeks before the meeting at which they are to be voted upon.

11.3 Amendments shall take effect immediately on approval by the Organizing Committee.
APPROVAL

Signed and approved by Organizing Committee:

David C. Jiles, Chair  11/2/99
Jafar Saniie, Local Coordinator  11/21/99
Robert R. Judd, Treasurer  11/24/99
Fritz J. Friedlaender  12/5/99
V.R.V. Ramanan  1/31/00
Jerry W. Schoen  2/2/00

Witnessed by:

Ted Bloom  2/15/00
Erik Hitlinski  2/21/00

APPENDIX

The members of the Organizing Committee who have made major contributions to the success of this Conference are:

Henry Messinger (1982 - 1990)
P. K. Rastogi (1982 - 1987)
Fritz J. Friedlaender (1984 - Present)
David C. Jiles (1984 - Present)
Jafar Saniie (1985 - Present)
Jerry W. Schoen (1986 - Present)
Robert R. Judd (1988 - Present)
Jim Benford (1990 -1993)
V.R.V. Ramanan (1994 - Present)