

October 29, 1979

MINUTES OF THE FIRST ANNUAL ANTENNA
MEASUREMENT TECHNIQUES ASSOCIATION
BUSINESS MEETING

The First Annual Business Meeting of the AMTA was held at the Presidential Hotel in Atlanta, Georgia on October 18, 1979. Joe Pape of Scientific Atlanta called the meeting to order at 3:36 pm following the conclusion of a two day symposium.

- o The minutes of the first organization meeting in March, 1979 were read by Lloyd Schonbrun of TRW.
- o The treasurer's report by Ken Arkind of Sanders Associates showed 119 Paid Association Members of today, October 18, 1979. The complete financial report will be submitted following an update of the registration and the expenses for this first AMTA symposium.
- o Joe Pape emphasized that this is a non-profit organization and that annual dues and meeting registration fees are determined to meet the expenses necessary for having symposiums and for mailing symposium meeting proceedings (including all papers) and other information to all Association Members.
- o A review of the By-Laws was next held including a discussion of how often meetings shall be held. It was decided by a show of hands that a yearly meeting was more desirable than a semi-annual or a meeting every 9 months. It was also decided to hold alternate meetings on the east and west coasts.
- o It was decided that the next AMTA symposium will be held in the Los Angeles, California area in October 1980 and will be hosted by TRW DSSG of Redondo Beach, California.
- o Additional discussions including specialized meetings for smaller groups, questionnaires about what different organizations are doing and duties and selection of the steering committee were held prior to voting for the By-Laws.
- o The By-Laws were approved by show of hands to include the following Amendments:
 - (1) Meetings shall be held annually.
 - (2) Two members of the steering committee shall be elected at each annual meeting.
- o The present steering committee nominated Al Garvin of Lockheed Missile and Space Co. to replace Chuck May of NESEA on the Steering Committee.
- o Al Garvin was elected unanimously.

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- o Ken Marvin of RADC presented Vu-Graphs of the Association Software Program, including software catalog and/or listings, distribution, updating, formats, legal problems, etc.
 - o Discussions about a software Library were then held and the following items were decided by a show of hands vote:
 - (1) A listing only will be prepared.
 - (2) Printed Format.
 - (3) Steering committee to resolve who maintains listings.
 - (4) Updated publication to be distributed (to each member) at each yearly meeting.
 - (5) Requesting individual should contact supplying individual for complete programs.
 - (6) Individual supplying software shall ascertain the following prior to submittal:
 - o Is company approval required?
 - o What costs are associated with the copying and distribution?
 - o Copyright and proprietary items
 - o Legal implications
 - (7) Software listing to AMTA members only
 - o A logo for the AMTA was discussed. It was requested that any logo examples be sent to Joe Pape of Scientific Atlanta.
 - o Submit ideas of papers for the 1980 AMTA symposium to Lloyd Schonbrun TRW.
 - o Two motions to invite manufactures to display equipment at the next AMTA meeting and for Institutional listings in the AMTA proceeding to help pay expenses did not receive seconds.
 - o Membership and Dues Discussion
 - Jud Lyon proposed that all current charter members receive 2 months free membership (Till December 31, 1980) and that annual membership shall begin on January First of each year.
 - Price Norman, Jr. proposed that an AMTA application form be included in the 1979 proceedings.
 - Both of the above motions were approved.
 - o It was voted to have an AMTA newsletter in April and any additional information shall be mailed to all members at the discretion of the steering committee.
 - o Deadline for submittal of papers for the 1980 symposium shall be August 1, 1980.

- o It was voted that in order to encourage participation at the general meetings, formal papers would not be required for the presentations. However, a brief abstract would be necessary prior to the meeting for evaluation by the selection committee.
- o The meeting was adjourned at 4:30 pm.

Respectfully Submitted,

Lloyd M. Schonbrun

Lloyd M. Schonbrun
Secretary, AMTA

**ANTENNA MEASUREMENT TECHNIQUES ASSOCIATION
BY-LAWS**

Article I - Name

The name of the organization shall be "Antenna Measurement Techniques Association".

Article II - Purpose

The Antenna Measurement Techniques Association shall be a non-profit organization dedicated to advancing the art of antenna measurements.

Areas of Involvement:

1. Obtain and distribute information on the application of advanced techniques to antenna measurements, types of measurements performed, and types of antennas being tested.
2. Provide a forum for discussion of advanced measurement techniques, system/equipment interfacing, measurement/equipment modifications and problems, range design and evaluations.
3. Establish a system to encourage sharing of software.
4. Provide information on the latest equipment available for antenna measurements.
5. Include other antenna-related measurements.
6. Provide other services to benefit the association membership as deemed appropriate.

Article III - Membership

Membership is open to any individual having an interest in the general purpose of the association as stated in Article II.

Article IV - Voting

1. All members of AMTA in good standing are eligible to vote in elections. Each member shall have one vote and no proxies shall be allowed.
2. Unless otherwise requested by any voting member, voting shall be by show of hands.

Article V - Steering Committee

Management of the association shall be vested in a Steering Committee composed of five (5) members.

1. The Steering Committee shall consist of four elected and one volunteer member. The volunteer member will be the host for the next regular meeting of the association.
2. The length of term for each elected member shall be two years. The volunteer member shall be replaced at each regular meeting.
3. Two new members shall be elected to the Steering Committee at each regular meeting (once each year).
4. The Steering Committee shall meet immediately following adjournment of the regular meeting to elect its officers. The officers shall be Chairman, Vice-Chairman, Secretary, Treasurer.
5. The Steering Committee shall meet prior to the regular meeting and at other times deemed appropriate by the committee.
6. Duties and powers of the Steering Committee.
 - a. Communicate with total membership to advise arrangements for meetings, meeting agenda, policies and procedures.

- b. Develop a procedure for and distribution of a software exchange.
 - c. Make arrangements for meetings and establish registration fees.
 - d. Solicit new members and maintain and distribute current membership lists.
 - e. Establish membership dues as approved by the membership.
 - f. Carry out other administrative functions as required.
 - g. Maintain the power to appoint other committees as required.
 - h. Record and distribute minutes of meetings.
 - i. Treasurer shall maintain an account and disburse funds as approved by the Steering Committee. The Treasurer's records shall be reviewed by the Steering Committee at each meeting.
7. Election of the Steering Committee.
- a. Nomination of Steering Committee members shall be made by a nominating committee consisting of three (3) members appointed by the Steering Committee. This shall not exclude nominations from the floor.
 - b. The majority of votes shall constitute an election.

Article VI - Meetings

The regular meetings of the association shall be held annually.

1. The meetings shall be chaired by a member of the Steering Committee.
2. Sessions of the meeting shall be scheduled for:
 - a. Technical presentations
 - b. Business meeting
 - c. Workshops
3. The Steering Committee shall be responsible for:
 - a. Soliciting and selecting papers for presentation and setting time requirements for the presentations.
 - b. Selecting topics for workshops.
 - c. Making all arrangements for the meeting.
4. Where practical, meeting locations shall be alternated between the Eastern and Western sections of the country.
5. A minimum of 10 eligible voters shall be present to conduct a business meeting.
6. A simple majority of those present is required to carry a motion.

Article VII - Amendments

1. Proposed amendments to these by-laws must be submitted in writing to the Steering Committee at least 90 days prior to a regular meeting. The Steering Committee shall transmit the proposed amendment to the membership at least 15 days prior to the regular meeting.
2. A proposed amendment shall become part of these by-laws upon approval of two-thirds of the eligible voters at a meeting.
3. These by-laws may also be amended without notice by unanimous vote of the members present at any regular meeting.