

# *CONSTITUTION OF THE Mendocino County Amateur Radio Communications Service*

## **Article 1: Name and Location**

The name of this organization shall be the Mendocino County Amateur Radio Communications Service otherwise known as McARCS or simply the Service. Membership is open to all those interested in furthering the objectives of the Service no matter where they live and particularly those Amateur Radio operators residing anywhere within Mendocino County, California.

## **Article 2: Objectives**

The objectives of the Mendocino County Amateur Radio Communications Service are to provide a corps of amateur radio operators to provide communications in disaster and emergency and for general public service events.

## **Article 3: General Structure**

McARCS shall be structured so as to provide organization for all persons interested in public service communications of all kinds. Overall administration of McARCS shall be managed by a board of directors (BoD) consisting of elected officers as specified in Article 5 of this Constitution and such members at large as the BoD shall appoint.

## **Article 4: Membership**

**Section 1: Types.** Membership shall be by application to the board of directors. Membership shall be granted to any licensed radio amateur exhibiting a desire to further the objectives of McARCS and conforming to the rules and procedures of the service.

**Section 2: Dues.** Membership dues of the Service may be assessed as required by the operational expenses of the Service. Payment of dues, if any, shall constitute the right to vote on any proposal or expenditure before the Service.

**Section 3: Termination.** The membership of any member who has acted in a manner contrary to the interest of the Service or to the furtherance of its objectives, or who conducts himself/herself in a manner unbecoming of proper conduct may be terminated for cause. After giving the offending member an opportunity to be heard and after considering all the facts of the case, the members voting by secret ballot at a regular meeting may terminate the membership. A two-thirds majority of the members present and voting shall be required for termination. A written notice of termination shall be delivered in person or by certified mail. A second meeting and vote shall be required to make the termination final. A confirming vote by secret ballot, two-thirds of the members present and voting to terminate, shall make said termination of membership final.

**Section 4: Meetings.** The regular meetings of this organization shall be held at a time and place determined by a vote of the membership. The Board of Directors may hold additional meetings at a time and place as determined by the BoD. All meetings shall be

open to all members and the time and place of such meetings shall be communicated to all members by email or other means.

A quorum shall consist of those members attending a regular meeting for the purpose of voting on motions or elections. Unless otherwise specified in this constitution, a simple majority of the members present and voting shall be required to pass any motion or elect any officer.

A quorum of the Board of Directors at a BoD meeting shall consist of a majority of the members of the BoD. Any action voted on by the BoD may be overruled by a motion at a regular meeting.

## **Article 5: Officers**

**Section 1: Officers.** The elected officers of the Service shall consist of a President, a Vice-President, a Secretary, and a Treasurer. These officers shall constitute the Board of Directors together with any members additionally appointed to the BoD.

**Section 2: Election.** The officers of this Service shall be elected for the term of one (1) year, commencing on January 1, by secret ballot of the members at the November regular meeting. Vacancies occurring between elections shall be filled by special election at the next regular meeting. At the November regular meeting, the President shall accept nominations from the floor for each of the elected officers. Due to the extended area of this organization, proxy or email ballots shall be acceptable.

**Section 3: President.** The President shall have general supervision, direction, and control of the business and affairs of the Service. The President shall enforce due observance of this Constitution; decide all questions of order; sign all official documents adopted by the Service; and generally represent the Service as a whole before any other organization or person. The President shall format a monthly meeting agenda for publication. The president shall preside over all regular and special meetings.

**Section 4: Vice-President:** The Vice-President shall arrange for meeting locations and times as determined by the members and/or the BoD. The Vice-President shall arrange for meeting programs as appropriate. The Vice-President shall coordinates special events including communications exercises with the assistance of other members appointed for these duties. The Vice-President shall assume duties of President in absence of the President.

**Section 5: Secretary** The Secretary shall keep a book of minutes of all meetings and shall give notice of all meetings of the Service.

The secretary shall maintain an up-to-date registry of the email addresses of all members for the purpose of distributing notices of Service business. The Secretary shall assume the duties of the President in absence of President and Vice-President.

**Section 6: Treasurer.** The Treasurer shall prepare a budget each year and submit it to the Service membership for approval. The Treasurer shall keep and maintain adequate and correct books and records of accounts of the properties and business of the Service. The Treasurer shall deposit moneys and other valuables in the name and to the credit of the Service with such depositories as may be designated by the membership.

The Treasurer shall disburse the funds of the Service in payment of the just demands against the Service or as may be ordered by the membership. All disbursements shall be signed by the Treasurer and one other elected officer not from the Treasurer's household.

The Treasurer shall provide an accounting of all transactions and of the financial condition of the Service each month of the term of office. Said accounting to be given at all regular monthly meetings and provided to the Webmaster for posting.

Section 7: Other Officers. In addition to the officers of the Board of Directors as stated above, members of the BoD or other McARCS members may be appointed to one or more of the following positions and be incorporated into the Board of Directors.

Public Information: Prepares and releases all publicity regarding planned and accomplished activities of McARCS.

Membership: Maintains a roll of all participants together with names, call signs, addresses, phone numbers, and email addresses. Sends email notices of meeting agendas and meeting minutes and/or web site postings to all interested parties.

Net Coordinator: Maintains a record of weekly county-wide net participation by community and individuals participating. Accepts participation reports from local net coordinators. Prepares and publishes an annual report showing net participation.

Webmaster. The President shall appoint a Webmaster from among those members having the knowledge and ability to maintain an internet web site dedicated to the Service. This appointment shall continue until the Webmaster resigns or the appointment is revoked. The Webmaster shall control and maintain the internet web site that contains, as a minimum, the following: information about this Service, contact information for new prospective members, this Constitution, meeting notices, meeting minutes, upcoming events of general amateur interest, and a members directory. The members directory shall include name, call sign, address, telephone number, and email address in a manner not susceptible to internet harvesting of members data and only accessible by a members-only password. The Webmaster shall accept such data as applicable from the Treasurer or Secretary and shall publish said data on the web site.

Trustee The President shall appoint a Regular Member having an Amateur Extra class operator license to be the trustee of the Service's Amateur Radio station license. The Trustee shall be registered with the Federal Communications Commission (FCC) to hold this office with the FCC assigned call sign. This appointment shall continue until the Trustee resigns or the appointment is revoked.

The Trustee shall ensure that stations operated by Service members using the Service station call sign operate in accordance with the rules of the FCC.

Section 8: Recall of Officers -- The recall of an officer may be initiated by a petition signed by ten (10) percent of the total membership and submitted to the Secretary. The President shall then seek a ballot at the next regular meeting. A vote of two-thirds (2/3) of the members present and voting by secret ballot is needed for removal.

### **Article 6: Operating Procedures**

The membership of McARCS may adopt any operating procedures or Bylaws as they see fit by vote at any meeting..

### **Article 7: Amendment**

The Constitution of the Service may be adopted, amended or repealed by the members. An amendment to this Constitution may be presented at any regular meeting by any member in a written form or via email by the Secretary at least three days prior to the meeting. Upon being seconded and voted in the affirmative, the motion to amend will be recorded in the minutes by the Secretary who will then notify each member by email or other means of the proposed amendment. It shall then be again voted on by the members present at the next regular meeting, a two-thirds majority of the members present and voting being required for adoption.

### **Article 8: Dissolution**

The Service may be dissolved by the members. A motion to dissolve the Service may be presented at any regular meeting by any member. Upon being seconded and voted in the affirmative, the motion to dissolve will be recorded in the minutes by the Secretary who will then notify each member by email or other means of the proposed dissolution. It shall then be voted on by the members present and voting at the next regular meeting, a simple majority of the members present and voting being required for dissolution.

Upon a majority vote of the members of the Service, the Service shall be dissolved and its assets, (after payment of all obligations) shall be distributed upon such dissolution pro rata among the Service's then existing paid-up members.

This Constitution of the Mendocino County Amateur Radio Communications Service was adopted by the members present and voting at the regular meeting on December 3, 2009.

Tim Hanna, WB9NJS, President

John Lemmer, W6FQX, Vice-President

Nick Wharff, KI6RIT, Secretary

Marcella Chandler, KI6MJC, Treasurer