

**The new Salt Lake County A. R. R. E.  
Inc. bylaws are on the following  
pages.**

# Salt Lake County Amateur Radio Emergency Services Inc.

## Bylaws

Effective 21 July 2010



## **ARTICLE I – Name**

The name of this Organization shall be Salt Lake County A.R.E.S., Inc, hereafter referred to as the Organization.

## **ARTICLE II – Mission Statement**

The mission of this Organization is to train, and provide FCC Licensed Amateur Radio Operators for volunteer communications support during emergencies, disasters, and to provide radio communications for public service events

## **ARTICLE III – Membership**

### Section 1 – Definition of Membership

Persons interested in amateur radio emergency communications are eligible for membership in the Organization.

### Section 2 – Election to Membership

Persons applying for membership in the Organization must complete a membership application and present the application and appropriate payment of current membership dues to the Assistant Emergency Coordinator of Finance. An application may be obtained at any Regular or Annual Meeting of the Organization or by mail sending a self addressed stamped envelope to the Organization's mailing address. Upon acceptance, the person's name will be entered into the Organization's roster and the appropriate certificate of membership will be issued

### Section 3 – Membership Definitions

Members shall hold a valid FCC Technician (or higher) license. All members shall pay annual dues and may vote on issues of business presented before the Organization including election of officers. Currency requirements as defined in the Certification Plan must be met on an annual basis if certification advancement is not achieved. All Members are eligible to attend any training sessions and to assist in Amateur Radio communication support as requested by the Organization during an emergency or public service event. Members having completed the Organization's Level I (or higher) certification may hold appointed positions as determined from time to time by the Board of Directors. (Board). Members having completed the Organization's Level II (or higher) certification shall be eligible to hold elected office.

### Section 3b - Lifetime Membership

Lifetime membership is reserved for those members who have demonstrated through years of service a commitment that has far exceeded the expectations associated with normal membership. This membership is for the lifetime of the recipient and requires no additional payment of membership dues. A member may be recommended for this honor by a signed petition of five members. The recipient of this honor is approved by the board with a unanimous vote and then is presented to the group for a supporting vote.

### Section 4 – Term of Membership

Membership shall be granted for a period one calendar year, beginning at the time of election to membership or renewal of membership and expiring December 31st of that year.

## **ARTICLE IV – Membership Dues**

### Section 1 - Membership Dues

Dues for all classes of membership shall be fixed by the Board and may be changed by them from time to time; provided, that the membership be notified in writing at Regular or Annual Meetings of any increase in fees or dues for no less than three (3) months in advance of such increase. Notification shall be made at the Regular Meetings, to also include the Annual Meeting. A three-fourths majority of the Board shall establish membership dues.

### Section 2 - Payment of Membership Dues

All dues shall be payable annually as of January 1st or as set by the Board. Indebtedness to the Organization not discharged by April 1st shall be judged delinquent. Any delinquent member shall forfeit all rights and interests in the Organization, and shall be dropped from active membership. The dues for existing or previous members shall be the full amount regardless of the payment date. The dues for new members shall be the full amount prorated to the number of months remaining in the calendar year.

### Section 3 – Member Identification

The Organization shall furnish each member with identification commensurate with the membership classification achieved by the bearer, and certifying that the bearer holds membership in the Organization. Membership identification shall include sufficient personal bearer identification to satisfy identity requirements of the public safety and other agencies the Organization serves. Such identification remains the property of the Organization and must be surrendered by the bearer upon request, or upon lapse, suspension or revocation of membership.

## **ARTICLE V – Discipline**

### Section 1 – Termination of Assignment

Any member unable to perform the duties assigned can be relieved by the Event Coordinator (EEC). The Event Coordinator shall submit a written report to the Board of any action taken. The Board will review the report of the Event Coordinator and can take appropriate action as required.

### Section 2 – Suspension or Revocation of Membership

Any member shall be suspended or expelled for cause by action of the Board. The member shall be furnished with a written statement of the charges against the member and shall be given at least fifteen (15) days notice of the time and place the charges will be considered by the Board. Every member shall have the right to appear before and be heard by the full Board of Directors before final action is taken.

### Section 3 – Removal from Office

Should an officer or director (accused) be deemed guilty of misfeasance, charges shall be preferred against the accused in writing by five Members of the Organization. The charges shall be presented to the Emergency Coordinator or Assistant Emergency Coordinator of Operations. The Board shall call a Special Meeting of the membership to try the accused. The Board of Directors shall furnish the accused with a copy of the preferred charges, and written notification of the time and place of such Special Meeting no less than ten (10) days in advance. A vote of two-thirds of the Members present at the Special Meeting will be sufficient to sustain the charges and declare the position of the accused vacant.

## **ARTICLE VI – Membership Meetings**

### Section 1 – Annual Meeting

The Board of Directors shall hold the Annual Meeting of the general membership on the third (3rd) Wednesday of November each year at a location designated.

The agenda for the Annual Meeting shall be prepared by the Board, and shall be of this format: Introduction of Guests, Reading of the Minutes of the previous Annual Meeting, Financial Report, Report of the Board of Directors, Reports of Officers, Reports of Standing Committees, Proposals for Nomination of Officers and Directors, Election of Officers and Directors, Unfinished Business, New Business, and Adjournment.

#### Section 2 – Regular Meeting

Regular Meetings of the Organization shall be held on the third Wednesday of each month, other than November, at a location designated, except that the Board may change this schedule by notifying the membership at least 10 days prior to the meeting.

#### Section 3 – Training Net

Each Wednesday, other than on Regular and Annual Meeting nights, the Organization will conduct a radio net for the purpose of training, for conducting appropriate over-the-air Organization business, and for announcement of upcoming events. All licensed amateur radio operators are encouraged to participate.

#### Section 4 – Board Meeting

The Board shall meet once a month for the transaction of business. A quorum of the Board shall consist of five Board members. Any matter may be passed on the affirmative vote of a majority present at a duly called meeting, except for determination of dues. The determination of dues requires a three-fourths majority vote of the board present.

#### Section 5 – Special Meeting

Special Meetings may be called by the Board, or upon petition signed by 10% of the Members. Any petition shall specify in detail the propositions to be placed before such meeting. The members shall be notified of the time and place of the meeting not less than 10 days prior to such meeting.

### **ARTICLE VII – Voting**

#### Section 1 – Voting

Members in good standing are eligible to vote in elections and on issues of business presented before the Organization.

‡ Members shall be present to cast their vote. There shall be no proxy voting.

#### Section 2 – Definition of Quorum

A quorum shall consist of no less than 50% of the attending enrolled ~~Operational~~ Members after proper notification of 45 days as required by Utah State Code

### **ARTICLE VIII– Officers of the Organization**

#### Section 1 – Election and Appointment

The officers shall be elected by the membership and/or appointed by the Emergency Coordinator.

#### Section 2 - Elected Officers

The elected officers of the Organization shall be an Emergency Coordinator (EC), an Assistant Emergency Coordinator (AEC) of Operations, an AEC of Planning, an AEC of Logistics, an AEC of Finance, and an AEC of Public Relations. Board Members shall be encouraged to hold membership in the Amateur Radio Relay League (ARRL). The term of each elected office shall be two years commencing at the close of the Annual Meeting for which that office is presented for election. No officer shall hold the same office for more than five consecutive terms *\*\*\* pending reconsideration in November 2010\*\*\**

#### Section 4 – Board of Directors

The Board of Directors of the Organization consist of the Emergency Coordinator, Assistant Emergency Coordinator for Operations, Assistant Emergency Coordinator for Logistics, Assistant Emergency Coordinator for Finance, Assistant Emergency Coordinator for Planning, Assistant Emergency Coordinator for Public Relations, and the Member-at-Large. All seven members of the Board are voting members.

#### Section 5 – Vacancies in Offices

A vacancy occurring during the term of any office shall be filled by appointment made by the EC or AEC of Operations and approved by a majority of the Board.

### **ARTICLE IX– Duties of Officers**

#### Section 1 – Performance in Office

The officers of the Organization shall perform the duties prescribed in these bylaws and in the standing rules. The Board of Directors shall be responsible for the conduct of all affairs normally conducted by the Directors of a Utah non profit corporation. The Board shall manage the affairs of the Organization, control its property and enforce the preservation of order and obedience of its bylaws, standing rules and regulations. All appropriations of funds of the Organization shall be made by or under the direction of the Board, and all disbursements of funds shall be made in accordance with directions prescribed by the Board.

#### Section 2 – Emergency Coordinator

The Emergency Coordinator (EC) shall be the executive officer of the Organization. The EC or designee shall preside at all meetings of the Organization, and shall enforce all bylaws, standing rules and regulations. The EC shall set objectives, priorities, manage all interactions with agencies, and other organizations including Utah RACES and other ARES groups, and shall enforce safety procedures. The EC is required to be a member of the Amateur Radio Relay League (ARRL).

#### Section 3 – Assistant Emergency Coordinator of Operations

The AEC of Operations (AEC-Ops) shall conduct operations, set tactical objectives and manage resources to meet the overall objectives and priorities of the Organization. The AEC of Operations shall assist the EC in the performance of his duties as requested. The AEC of Operations shall enforce safety procedures, and perform other duties as assigned by the EC

#### Section 4 - Assistant Emergency Coordinator of Planning

The AEC of Planning (AEC-Plans) is responsible for setting the planning and training objectives of the organization including field exercises, weekly training nets, and net management. It is the responsibility of this officer to coordinate training classes and shall enforce safety procedures. The AEC of Planning shall maintain and publish the organization's event calendar, and shall perform other duties as assigned by the EC.

#### Section 5 -Assistant Emergency Coordinator of Logistics

The AEC of Logistics (AEC-Logs) shall provide the support of materials, personnel and services necessary to accomplish the Organization's overall objectives. The AEC of Logistics is responsible to organize, and track the Organization's equipment and supplies. The AEC of Logistics shall oversee the communication trailer, repeaters, administration of special projects, and the proper use of the FCC and Utah State call signs. The AEC of Logistics shall enforce safety procedures, and perform other duties as assigned by the EC.

#### Section 6 - Assistant Emergency Coordinator of Finance

The AEC of Finance (AEC-Fin) shall collect all monies of the Organization, shall prepare a written quarterly financial report of the Organization for the Board, shall prepare a written annual financial report for publication and review at the Annual Meeting, and shall be empowered to sign checks to pay any indebtedness of Organization. The AEC of Finance shall supervise the Grant, Membership Identification and Quartermaster committees. The AEC of Finance shall maintain the membership records of the organization, and shall perform other duties as assigned by the EC.

#### Section 7- Assistant Emergency Coordinator of Public Relations

The AEC of Public Relations (AEC-PR) shall be responsible for all public relations, press releases, public interest stories, public display; the Organization's website, newsletter, telephone hotline and advertising of the Organization. At any event the AEC of Public Relations shall refer all requests for public information to the agency served. The AEC of Public Relations shall keep minutes of meetings and shall perform other duties as assigned by the EC.

#### Section 8- Member-at-Large

The Member-at-Large shall represent the membership as a member advocate to the Board, and shall perform other duties as assigned by the EC. The Member-at-Large is responsible for member organizational relations, recruiting, intake management, and member orientation

### **ARTICLE X – Elections of Officers**

#### Section 1 – Continuity of Organization

Elections of officers shall be staggered to provide for the continuity of the Organization. The offices of the Emergency Coordinator, AEC of Logistics, and AEC of Public Relations shall be elected during the Annual Meeting held in even numbered years. The offices of the AEC of Operations, AEC of Planning, and AEC of Finance shall be elected during the Annual Meeting held in odd numbered years.

#### Section 2 – Nominating Committee

On or before the first day of September of each year, the EC shall appoint, subject to the approval of the Board, a nominating committee of at least three members. The nominating committee shall prepare a report to the EC listing recommended candidates for the offices scheduled for election at the Annual Meeting. The committee shall consist of Members only.

#### Section 3 – Report of the Nominating Committee

The Report of the Nominating Committee (report) shall be presented to the EC prior to the Board Meeting preceding the October Regular Meeting or before the October Regular Meeting whichever is earlier.

The EC shall present the report for review by the Board at the Board Meeting preceding the

Regular Meeting in October.

The EC shall cause the report to be presented to the membership at the Regular Meeting in October and to be published to the membership during the training nets preceding the Annual Meeting.

The report shall form the basis of the ballot to be used for elections held during the Annual Meeting.

#### Section 4 – Nominations from the Floor

Nominations for elected offices shall be accepted from the floor during the October Regular Meeting and prior to elections during the Annual Meeting. Nominations must be received from Members.

Candidates nominated must be Members level 2 or above in the certification plan.

#### Section 5 – Election Process

Officers shall be elected by written ballot. With a quorum present, a simple majority of votes cast shall elect.

### **ARTICLE XI– Standing Rules**

The Board of Directors shall have the power to adopt standing rules not inconsistent with these bylaws for the purpose of providing ways and means for the proper governance, and conduct of the business and affairs of the Organization. The Board of Directors shall have the right and power to change them when deemed necessary. The Standing Rules will be numbered and follow a standard form. The Standing Rules will be published to the membership before taking effect.

### **ARTICLE XII – Committees**

There shall be the following standing committees, each consisting of the number of members necessary to perform the duties. The standing committees are: Net Control, Repeater Engineer, License Trustee, Training, Hospital Coordinator, Web Master, Quartermaster and Liaisons to the agencies and organizations served by the Organization. The Standing Committees shall be appointed by and operate under the direction of the AEC responsible for that committee.

The Board of Directors may appoint committees as may be deemed necessary to perform such other duties as maybe assigned to them.

### **ARTICLE XIII – Amendments**

These bylaws may be amended at any Annual Meeting, Regular Meeting or at a Special Meeting of the membership by a two-thirds vote of the total attending Operational Members. A copy of the proposed amendment shall accompany the notice and call for the meeting. At least 45 days shall be considered as due notice and call of a meeting for any proposed amendment

### **ARTICLE XIV – Indemnification**

Each officer or director of the corporation shall be indemnified by the Organization against all expenses and liabilities including attorney's fees, reasonably incurred or imposed upon him in connection with any proceeding to which he may be a party, or in which he may

become involved, by being or having been an officer or director unless the officer or director is judged guilty of willful misfeasance in the performance of duties.

**ARTICLE XV– Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

**Article XVI- Dissolution Authority**

If at such time it becomes necessary to dissolve the incorporation of the Organization. The Incorporating Directors are authorized to dissolve the corporation of the Organization in accordance with Utah State Code. The funds raised through any equipment sales to be used to offset the final expenses of the Organization and any additional funds or equipment to be donated to a qualified amateur radio group providing for emergency communications.