

*CONSTITUTION AND BY-LAWS*  
OF  
**DISASTER RESPONSE COMMUNICATIONS  
RADIO CLUB**

**CONSTITUTION**

Preamble:

We, the Board, Staff, Volunteers, and Friends of Disaster Response Communications, Inc. (DRC), do organize for the purpose of preparing for and responding with Amateur Radio and other radios to disaster scenes to provide necessary communications in support of relief efforts, displaying the love of Jesus Christ in association with Disaster Response Communications Inc. To this end we will strive to uphold biblical standards in both our attitudes and actions in our service to others.

**ARTICLE I - NAME**

The name of record for this organization shall be Disaster Response Communications Radio Club (DRC RC), a not-for-profit organization.

**ARTICLE II - MISSION**

The purpose of the DRC Radio Club is to facilitate the needs of its members through educational classes and drills, preparedness projects, and meeting regularly for social interaction with other likeminded HAMs.

DRC RC desires to honor God and serve people with Ham Radio and communication skills.

**ARTICLE III . AMENDMENTS TO CONSTITUTION**

It shall require a two-thirds majority vote of the active DRC RC full members at a regular published meeting to make any change in the Constitution. No change may be voted upon until the meeting following the introduction of such proposal changes. Changes must be published prior to voting.

## **BY-LAWS**

### **ARTICLE I MEMBERSHIP**

Section 1 Membership shall be by application and election upon such terms as the club shall provide in its By-Laws.

- Applications for membership shall be approved without regard to race, color, sex, age, religion, national origin, or disability.
- All prospective members shall agree in writing prior to approval of membership to comply with all rules, bylaws, and standards established for the safety and wellbeing of the members of the club.

Section 2 Full Membership shall be open to all Board, Staff, and Volunteers of DRC and their families, who hold an Amateur Radio License

Section 3 Associate Membership status is available for up to 75% of the total number of members.

- An Associate Member is a person with an interest in emergency/disaster communication that is not eligible for Full Membership
- An Associate member may not hold office.

Section 4 Termination and/or suspension of membership

- Shall occur for conduct unbecoming of a DRC RC member, flagrant abuse of DRC RC's Constitution or By-laws, and/or repeated misconduct in meetings and shall be determined through a majority vote by the DRC RC Board.
- May occur for violating safety or conduct rules established by DRC and/or DRC RC and shall be determined by a majority vote at any business meeting of the club.
- Dues will be immediately refunded to the terminated member on a prorated basis.

Section 5 Annual dues shall be established by the DRC RC Board on a year-to-year basis and subject to approval by the voting membership.

### **ARTICLE II OFFICERS**

Section 1 The officers of the DRC RC Executive Board shall consist of a President, Vice President, Secretary, Treasurer, and a club Trustee, if appointed. The officers of the DRC RC must be current active Full Members of the club.

## ARTICLE III DUTIES OF OFFICERS

### Section 1 President shall:

- a. Preside at all business meetings.
- b. Be chairperson of the Executive Board.
- c. Call extra business meetings, appoint committees not otherwise provided for, and fill pro-tem vacancies as necessary.
- d. Recall any officer or disband any committee so appointed with Board approval.
- e. Review the monthly bank statement with the treasurer.
- f. Perform such other duties as the office may require.

### Section 2 Vice President shall:

- a. Oversee and coordinate the efforts of major committees.
- b. Serve as Chair of the Membership Committee
- c. Serve as representative to DRC.
- d. Perform such other duties as the office may require.
- e. Maintain close liaison with the local ARRL's local ARES® Emergency Coordinator to further club participation in the Amateur Radio Emergency Service®.

(Note: ARES® and Amateur Radio Emergency Service® are registered trademarks of ARRL.)

### Section 3 Secretary shall:

- a. Keep minutes of all Board and other business meetings.
- b. Maintain an up-to-date roster of members.
- c. Notify members of all club meetings.
- d. Maintain all required documents of the club.

### Section 4 Treasurer shall:

- a. Keep an accurate account of all financial transactions of the organization.
- b. Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Board.
- c. Disbursements shall be made by check or EFT only. A checking account will be set up and no check will be honored by the bank for payment unless signed by the Treasurer or the President.
- d. Maintain accounts and render monthly financial statements of the organization.
- e. Be responsible for maintaining an inventory of all equipment and property belonging to DRC RC.

- f. Review the monthly bank statement with the President.
- g. Review the financial records with any officer or club member upon request.

Section 5 Trustee shall:

- a. Designate control operators to ensure that the station is operated properly.

## ARTICLE IV ELECTION OF OFFICERS

Section 1 The offices of President, Vice President, Secretary, and Treasurer shall be filled by election and will assume their duties January 1st. The Trustee is appointed by the Board and serves at the pleasure of the board without specific term limits.

Section 2 Nominations for officers of the organization shall be made by a three-person Nominating and Elections Committee appointed by the President at the September meeting.

They shall present a list of nominations at the first regular meeting in October to be voted upon at the first regular meeting in November.

Section 3 No person is eligible to hold office that is not:

- a. A dues paying Full Member of the organization and
- b. An active member in the organization for the previous year (excludes initial officers).

Section 4 No member is eligible to hold more than one elective office at a time or be retained in a single office more than three (3) successive terms. The length of a term is one (1) year from January 1 – December 31 inclusive. Current officers will coordinate the transition of duties during December for the new officers to assume their duties January 1st

Section 5 Only one member of a family at a time is eligible to hold the office of President, Vice-President, Secretary, or Treasurer.

Section 6 All elections shall be by secret ballot unless there is only one nominee for the office.

Section 7 Office vacancies of the President, Vice-President, Secretary and Treasurer must be filled within 60 days of vacancy either by appointment by the board or special election.

Section 8 No officer or trustee shall receive any salary or wages by reason of office.

## ARTICLE V COMMITTEES AND BOARDS

Section 1 There shall be an (Executive) Board and major committees appointed with Board approval.

### Section 2 Executive Board

- a. The President, Vice President, Secretary, Treasurer, Trustee, and all major committee heads shall constitute the Board. DRC's Director of Radio & Technology shall be an ex officio member of the Board if not otherwise included.
- b. All members of the Board must be Full Members of DRC RC
- c. The Board shall decide on all expenditures, promotion of activities, appointments of committees and the general government of the organization.
- d. The Board shall set the time and place for each meeting.

### Section 3 Committees

DRC RC's major committees may include but are not limited to the Nominations and Elections Committee, the Program and Planning Committee, the Communications Committee and the Membership Committee.

- a. The Nominations and Elections Committee shall arrange for the overseeing of the election process; request nomination candidates, inform members of the candidates and voting procedures at the October meeting; make provisions for absentee voting prior to the November meeting; form and distribute ballots at the November meeting; collect and tally all ballots from the November meeting; provide membership with an election report at or before the December meeting.

It shall consist of Chairperson and members appointed by the Chairperson.

- b. The Program and Planning Committee shall coordinate, plan, and implement studies and activities for approval by the Board. NOTE: No study, activity, or event will be done in affiliation with the group name, Disaster Response Communications Radio Club (DRC RC), without prior approval of the Board.

It shall consist of a Chairperson and members appointed by the Chairperson.

- c. The Communications Committee shall be responsible for the development of all promotional documents of DRC RC; assure public exposure of DRC RC; produce the DRC RC website as approved by the President or the Presidents' designee.

It shall consist of a Chairperson and members appointed by the Chairperson.

- b. The Membership Committee shall develop and implement programs for membership drives and fundraising events in accordance with DRC policy and with the approval of the Board.

It shall consist of the Vice President as Chairperson and members appointed by the Vice President.

- c. Sub-committees to the major committees may be formed at any time to execute the various phases of the club activities.

## ARTICLE VI MEETINGS

Section 1 Regular meetings shall be held monthly.

Section 2 Special meetings may be called at any time as determined by the President or any two elected officers of the Board.

Section 3 All meetings will be conducted in compliance with Roberts Rules of Order.

## ARTICLE VII QUORUM

Section 1 A quorum shall consist of two-thirds (2/3) of the full Membership and must include the President or the Vice President (or the DRC representative if the office of President or Vice President is vacant).

## ARTICLE VIII AMENDMENTS

Section 1 This constitution and by-laws may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the organization.

Section 2 Written notice of the meeting shall be given three weeks prior to the meeting at which the amendment is voted upon.

Section 3 All proposed amendments to the constitution and by-laws shall be submitted to DRC for review before a vote by the membership.

Section 4 The proposal shall be received and acted upon at the next succeeding regular meeting of the organization at which there shall be a quorum present, if a Quorum is not present amendments will be considered at the next meeting where a Quorum is present.

ARTICLE IX GENERAL PROVISIONS

Section 1 Property or equipment purchased by DRC RC with DRC RC funds shall be considered club property and not the property of any individual member or group of members.

- a. As Club property it may be entrusted to the custodial care of DRC.
- b. In the event of DRC RC disbanding, club property shall revert to DRC, to be handled in a suitable manner.

Section 2 Acquisition of any property, real, personal, or interest therein, in excess of \$1,000 valuation, shall receive approval by DRC as submitted in the Budget Forecast.

- a. Real property shall be defined as land or buildings.
- c. Personal property shall be defined as any property which is movable (i.e., table, chairs, generator, computer, etc.).
- d. Interest therein property shall be defined as that property which is leased or rented.

Section 3 The fiscal year for DRC RC shall be from January 1 to December 31, inclusive. All budgeting and financial accounting shall be rendered on this basis.

Section 4 DRC RC will not communicate political beliefs through newsletters, flyers, group applications, or any other form of communication aimed at promoting certain candidates for office or any other activity not relevant to the DRC environment.

Section 5 The club will maintain affiliation with the ARRL (American Radio Relay League).

Section 6 Amateur Radio Emergency service – ARES®

The club will participate in ARES® activities. ARES® is a program of the American Radio Relay League – DRC RC will abide by the Rules and Regulations of the ARRL and its Field Organization.

Club President

DRC Staff

Print Name: Bernard Welmers

Print Name: Dale Morgan

Sign Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: 12/04/2013

Date: 12/04/2013