

***Portage County Amateur Radio Service, Inc. (PCARS)***  
***Constitution, By-Laws and Standing Rules***



***Preamble:***

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Portage County Amateur Radio Service, Inc. (PCARS) (the Club) and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

***Membership: Article I***

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application and election upon such terms as the organization shall provide in the By-Laws and Standing Rules.

***Board Members: Article II***

The Board shall be responsible for the control and management of affairs, property and interests of the Club, for complying with all reporting requirements, and for guiding the Club so that the various purposes for which the Club was organized are complied with, and for making recommendations and suggesting programs.

**Sec. 1.** The board of this organization shall consist of the elected President, Vice President, Treasurer and three Trustees and the immediate past president of the board. If the immediate past President is elected to a current Board office, the position of Past President shall go to the next Past President in-line. If there is no living Past President, the Board Position shall pass to the last Vice President and then to the Past Treasurer if necessary.

**Sec. 2.** The officers of this organization shall be elected for a term of one year by ballot of the voting members present at the annual November meeting. All elected officers must be current members of the American Radio Relay League (ARRL). The Trustees (3) are elected for a three year term. There will be a 1 Year Trustee, 2 Year Trustee, and 3 Year Trustee. A new 3 Year Trustee shall be elected each year, the current 3 Year Trustee moves to the 2 year position, and the current 2 Year Trustee moves to the 1 year position. All terms of the elected officers begin on January 1st.

Election of Board Members shall be accomplished in the following manner:

- The President (or Vice President) shall appoint three members that will not be running for office to be the ballot counters.
- Elections of officers shall proceed in the following order: President, Vice President, Treasurer, Three Year Trustee.
- A call for nominations and the voting of each office will be done one at a time. A person being nominated must be present to accept the nomination. If only one person is

nominated for a position, the current Secretary shall make a motion to unanimously accept that person for the office. The President shall call for a second to the motion and when properly seconded, shall call for a vote.

- If there is more than one nomination for an office, the ballot counters will pass out blank pieces of paper to each member present. Once the members indicate their choice for the office being elected, the ballot counters will collect the ballots, count them and report the results to the membership. A simple majority of the total ballots cast will determine the winner of the election. If there is a tie between the top two nominees, a coin will be tossed by the presiding officer to determine the winner.

**Sec. 3.** Term Limits: An elected member may hold the office of President, Vice President, or Treasurer for up to three consecutive one year terms. An elected member may hold the office of trustee for one three year term, and then may not hold that same office or serve as a trustee for one year after the end of the third year. If a trustee is first elected to complete an unfinished term of a previous trustee, he or she may still be elected to a succeeding full three year term.

**Sec. 4.** Vacancies occurring between elections must be filled by special election presided by the President (or Vice President) at the first regular meeting following the vacancy.

**Sec. 5.** No elected officer or trustee shall hold more than one elected office. Elected officers or trustees may hold more than one appointment or committee assignment.

**Sec. 6.** Elected officers or trustees may be removed by a three-fourths vote of the membership at a regular meeting if notice is given to the membership at least 2 weeks prior to the regular meeting.

A petition to remove an officer or trustee must contain the physical signature and call sign of 25% of all Full (voting) Members plus no fewer than one officer or trustee. The petition must be submitted to the Secretary no less than three weeks prior to the next regular meeting. The Secretary and Treasurer shall verify the validity of the petition's signatures no less than 2 weeks prior to the next regular meeting.

Upon verification of the petition the Secretary shall provide the membership notice of the petition to be voted on at the next regular meeting. Notice may be by e-mail, newsletter article or posting on the club web site.

All elected officers must attend, at a minimum, six of the regularly scheduled board and, at a minimum, six of the regular membership meetings as part of their elected duties. Any elected officer missing three consecutive board meetings or missing three consecutive regular meetings during one year will be subject to removal from office as determined by the board. Any elected officer failing to perform the duties of his/her office may be removed from office by the majority vote of the board. An elected officer may resign their office at any time for any reason they deem necessary. Any vacancy of an elected officer shall be filled as outlined in Article II, Section 4

**Sec. 7.** The board members shall meet every month during the year. The monthly board meeting is usually 1 week prior to the regular meeting. This date may be adjusted by the board as required.

**Sec. 8.** At any Board Meeting, a quorum shall consist of four Board Members.

**Sec. 9.** The Board Members shall represent the club in all capacities in a positive manner and act as the club's public relations persons to all entities and potential new members.

### ***Duties of Board Members: Article III***

- Sec. 1.** The President shall preside at all meetings, and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the organization, and perform all other duties pertaining to the office of President. The President shall preside over the board, which will consist of the elected officers the immediate Past President, and three trustees, which shall meet to discuss and conduct any relevant business of the organization, and to report its actions to the membership at the next regular membership meeting. The President shall appoint various committee Chairpersons as deemed necessary. The President may add or remove a Chairmanship at will.
- Sec. 2.** The Vice-President shall assume all the duties of the President in his/her absence or inability to perform such duties as required. He/she shall maintain close liaison with ARRL officials. In addition, he/she shall organize, plan and recommend activities to better advance interest and activity as approved/suggested by the organization.
- Sec. 3.** The Treasurer shall receive and receipt for all monies paid to the organization; keep and maintain an accurate account of all monies received and expended; pay no bills without proper authorization (by the organization or the officers constituting a business committee). At a minimum, at the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term he/she shall turn over everything in his/her possession belonging to the organization to his/her successor. All records of the Treasurer shall be available for examination by the elected Trustees.
- In the event that the Treasurer is not present and funds are presented, the Secretary (then Vice President, then President) shall collect the funds submitted, note what the funds are designated for, and forward such funds and information to the Treasurer as soon as practical.
- Sec. 4.** The Trustees shall audit the financial reports, records, and statements of the Treasurer in the first quarter and third quarter of each year and shall report to the membership the results of such audits. The Trustees shall also take inventory of organization owned equipment (the list of equipment is determined and maintained by the board members and kept on file by the Treasurer and Trustees) in the fourth quarter of each year and shall report to the membership the results of such inventory. The most senior Trustee (1 Year Trustee) shall ensure that the audits and inventory are accomplished on schedule.

### ***Meetings: Article IV***

The By-Laws shall provide details for regular and special meetings.

### ***Dues: Article V***

The organization may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues or assessments shall be cause for expulsion from the organization. The Standing Rules shall provide for membership types and dues rates.

## ***Amendments: Article VII***

This Constitution or By-Laws may be amended by a two-thirds vote of the regular members in attendance at a regular meeting where a quorum is present. Proposals for amendments shall be submitted in writing at a regular meeting for review and shall be voted on at the next following regular meeting, provided all members have been notified by telephone, e-mail, regular mail or posting to the club web site of the intent to amend the Constitution and/or By-Laws at said meeting.

The necessary quorum for all purposes of conducting business at any regular or special meeting and amendments to the Constitution and By-Laws shall consist of a minimum of three currently elected officers or trustees and 20% of the total regular members. Regular members shall be licensed and in good standing with all dues current.

## **By-Laws:**

1. The Secretary shall be appointed by the President. The Secretary shall keep a record of the proceedings of all board and membership meetings, keep a roll of members, submit membership applications, carry on all correspondence, review communications at each meeting, and announce by e-mail, posting on the club web site, notice in the club newsletter or mail written meeting notices to each member. At the expiration of his/her term he/she shall turn over all items belonging to the organization to his/her successor. It shall be the duty of the Secretary to keep the Constitution and By-Laws of the organization and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.
2. **Membership.** Full membership is open to FCC licensed amateur radio operators. Associate membership is open to those actively engaged in a class leading to an Amateur Radio license and all other interested persons. Full membership includes all organization privileges as well as rights to hold an office if they are qualified and to vote for organization officers. Associate membership includes all organization privileges except for the right to hold office and vote for organization officers. Applications for membership shall be submitted to the membership by the Secretary at regular meetings and acceptance, or non-acceptance, shall be voted by the members present with acceptance being a simple majority of the members present at the regular meeting.
3. **Dues** are outlined in the Standing Rules.
4. **Meetings.** Regular meetings shall be held once each calendar month. Special meetings may be called by the President upon the written request of any five members for any concern that is deemed to be too important to wait for a scheduled regular meeting or a board meeting. The current Board Members shall decide if the request that is submitted is deemed important to hold a special meeting or if the matter can wait for the next scheduled regular meeting. Notices shall be sent to club members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent by regular mail, posting on the club web site, telephoned, or e-mailed, so that they arrive not less than 48 hours before the special meeting.
5. The President may authorize the Treasurer to make disbursements up to and including \$500.00 each between board meetings if necessary for the orderly conduct of the organization's business. Amounts over \$500.00 require the approval of at least three other board members. Certain regular expenditures may be done when needed. A list of the authorized regular expenditures is in the Standing Rules.
6. A Mission Statement shall be established and may be used as public awareness promotional information regarding the organization goals and activities to assist the community with emergency communications and promote amateur radio.

7. In the event that the organization ceases to exist, any and all organization assets shall be liquidated. Proceeds shall be donated to an organization, or organizations, designated by the remaining officers. Any equipment not liquidated shall also be donated to an organization, or organizations designated by the remaining officers. The recipient organization(s) shall be a charitable organization that is exempt from federal income taxes pursuant to Section 501(c)(3) of the federal tax code. This would be the last official action of the organization.
  
10. ARES<sup>®</sup> (Amateur Radio Emergency Service<sup>®</sup>) is a program of, and both logos are registered trademarks (used with permission) of the American Radio Relay League, Incorporated.



# STANDING RULES

Additions, deletions or changes to the Standing Rules will be read at a board meeting. Change(s) may then be accepted, rejected or sent back to committee for revisions by a majority vote of the board.

## Membership and Dues

(Revised - 7 September 2022)

The following dues amounts are established. The membership year starts on December 1<sup>st</sup> and runs through November 30<sup>th</sup> of the following year. All new members shall pay a one-time \$5 initiation fee in addition to the annual dues rates listed below.

Dues are on an annual basis (as described above) and are as follows:

**Life Membership:** Life membership may be obtained by any regular or regular senior member that has been in good standing for **five years preceding application** for Life Membership.

The Life Membership fees shall be:

For a Founding Member (member number 1 through 9) the one-time assessment shall be \$ 75.00

For a Charter Member (member number 10 through 37) the one-time assessment shall be \$ 175.00

For a Current Member the one-time assessment shall be \$ 250.00

For a Current Senior Member the one-time assessment shall be \$ 125.00

Any current member that is 75 years old (or older) and has been a full senior member for the **past five consecutive years** shall be granted an automatic Life Membership without an associated fee.

In the case of a Family Member, if the primary member pays for his/her Life Membership, the Family Member shall pay 3/4<sup>th</sup> of the fee as the primary member at the same time. If not paid at the same time, the Family Life Membership fee would be \$150. If the primary member becomes deceased, the Family Member rate will still apply as long as there is no lapse in membership of that Family Member.

**Full Regular Membership:** December 1 through November 30 of the following year = **\$25.00.**

Senior Membership: December 1 through November 30 of the following year (age 65+) = **\$20.00.**

**Family Membership Rate [New or Re-new]** (wife, husband, brother, sister, son, daughter, father, mother that is a licensed amateur radio operator who's FCC license has the same address as the paid regular member's FCC license) - **\$15.00** per year

**Associate Membership** - **\$25** per year - Not eligible to run for Office and cannot vote. Should the Associate Member receive their Amateur Radio License during the year they will be automatically converted to Full Membership at no additional cost.

### Partial Year Dues:

For new members joining between December 1<sup>st</sup> and May 30<sup>th</sup> of the following year - Dues will be as described above.

For new members joining between June 1<sup>st</sup> and November 30<sup>th</sup> - Dues shall be 1/2 as described above.

### Renewals:

If a regular paid member renews for the next year between December 1<sup>st</sup> and November 30<sup>th</sup>, they shall pay the full year's dues as described above (no discount for early renewal).

**If any current member does not renew by November 30<sup>th</sup>, that person is no longer a PCARS member and will be removed from the member roster and member e-mail list.** If the former member re-applies after **November 30<sup>th</sup>**, the dues **and initiation fee** shall be as above for a new member and a new member number will be assigned.

An **Honorary Life Membership** may be granted by unanimous vote of the Board of Directors to any licensed Amateur Radio Operator deemed to have contributed significantly to the amateur radio hobby and/or directly to the Club. Honorary Life Members have all of the same privileges as regular Life Members. Candidates for consideration of an Honorary Life Membership must be current members in the American Radio Relay League (ARRL) and hold a valid amateur radio license. In the case of a foreign amateur radio operator, he/she must be a member of their countries national amateur radio association (example RCA, RSGB, etc. or the ARRL).

New members are assigned a membership number by the Secretary and once assigned, the membership number cannot be re-issued. If a member fails to renew, his/her membership number is retired. If that person later re-joins, they will be assigned a new membership number. Previously used member numbers are never used again.

Any Member (Regular, Life, Honorary Life, Associate, Senior or Family member) may be removed from membership by the unanimous vote of the board. The board shall review all information concerning the reason for removal of a member and also make an attempt to contact the member to discuss the reason(s). The decision of the board shall be final. Any person removed from membership by action of the board shall not be authorized to re-apply for membership.

## **Chairmanship, Managers and Committees**

The President can appoint or remove a chairmanship, manager or committee at will.

The appointed committee Chairmanship or Manager may enlist as many members to participate in their committee as deemed necessary. The Chairman or Manager may add or remove a member from their committee at any time.

An appointed committee Chairmanship or Manager shall report to the board or membership as required.

Any club monies expended by a Chairman or Manager, must be approved by the board.

Committees, Chairmanships, Managers may include (but are not limited to):

- ARRL Awards Manager(s) - Authorized by the ARRL
- Club Awards Manager(s) - Oversee the PCARS awards program(s)
- Club Call Sign Trustee - Must be a licensed Amateur Radio Operator
- Club QSL Manager - Handle all logs, requests for in/outgoing QSL cards or certificates
- Club Site Management and Liaison with site owner(s) - Manage all club site functions and work with the landlord to resolve any concerns or issues.
- Contest - Coordinate all contest efforts within the club
- Field Day Chairman - Oversee the annual ARRL Field Day activities for the club
- Historian - Maintain a record for historical information regarding the club
- Interference - Assist with any member requests to mitigate any interference issues
- Membership - Actively promote new memberships and contact past members about renewals and maintaining membership in the club
- Net Control Coordinator - Maintain weekly club social net logs and assign net control operators. Will certify and award check-ins with a certificate for ten consecutive check ins.
- Newsletter Editor - Issue a monthly newsletter describing activities of PCARS
- Public Information Officer (PIO) - Interact with: ARRL officials, Federal/State/Local Government, Law Enforcement, EMA, Health Organizations, Red Cross, Salvation Army, or other served agencies, etc. The PIO will also send information to the ARRL at the State Division and National levels, any local/state/federal news outlets as deemed necessary.
- Special Events - Coordinate any special events that the club may participate in

- Special Interest Groups (SIGs) - Hold SIG meetings to assist members with specific technical information to help broaden their knowledge and expertise within amateur radio
- Technical - Oversee all technical issues within the club site and advise the board on what actions may be needed to maintain the equipment or operating conditions
- VE Liaison (must be a registered ARRL VE) - Oversee the PCARS Volunteer Examiners and testing dates, time, places. Maintain contact with the ARRL for updates, replenishments of supplies and any other VE related items
- Webmaster - Oversee the operation and maintenance of the club web sites (PORTCARS.ORG and OSPOTA.ORG and any future web sites). Also maintain any other social media sites that are part of the club (examples: Facebook, Yahoo, YouTube, Twitter, IO, etc.)

## **Automatically Approved Disbursements by the Treasurer**

The Treasurer may make certain payments for regularly scheduled bills without having to be voted upon by the board or membership. There regularly scheduled items are as follows:

- Rental fees for the club site
- Utility fees for the club site
- Legal fees associated with the operation of the club
- Insurance coverage for the club and equipment
- Rental fees for sites for established club activities (example: Park fee for the annual FYAO event)
- Rental fees for porta-potties required for Field Day activities
- Taxes including local, state or federal
- Filing fees or renewal fees for the club's articles of incorporation with the state of Ohio
- Filing fees or renewal fees for the club's FCC License (if required)
- Receipts presented from active Chairmen associated directly with the activity of the chairmanship. If in doubt as to a presented receipt, the Treasurer may call upon the board members to authorize the disbursement.

## **Donations to the Club**

PCARS is a 501(c)(3) organization and as such, money donations may be tax deductible. However, the person making the donation must rely on his/her tax advisor for details. Donations may be made to the club by members or non-members. Donations may be in the form of cash, check, money order, or other forms of U.S. currency. The donation(s) may be designated by the donor as to what fund(s) they desire their donation to benefit (example: General Fund, Field Day, or other established activity in the club). The treasurer will issue a letter to the person making the donation describing the amount of the donation and thanking them on behalf of the club.

Donations of equipment or supplies are also welcomed. Prior to donating equipment, the board shall determine if the donation can be used by the club. If the item(s) being donated cannot be used by the club, the donation will be returned.

Periodically donated equipment to the club may become obsolete and no longer of use or value. The board shall determine which items fall into this category and shall determine how the items will be removed from the club inventory.



# Order of Business for Board Meetings

(Revised - 05 November 2018)

1. Meeting is opened by the presiding officer
2. Reading/Review of the previous meeting minutes.
  - a. No motion is needed to accept the minutes as read/reviewed. If there are no changes, the presiding officer shall say "Minutes are approved as read/reviewed".
  - b. Any changes/additions/deletions to the minutes shall be duly recorded by the Secretary. If there are changes and they are noted by the Secretary, the presiding officer shall say "Minutes are approved as modified".
3. Treasurer's Report of funds.
4. Senior (1 year Trustee) Trustees Report if needed (to report on semi-annual audits or the annual inventory audit)
5. President's (or presiding officer) Report
6. Vice President's Report
7. Secretary's Report - Review of any incoming correspondence.
8. Old Business
9. New Business
10. Good of the Club - Anything not previous covered.
11. Adjournment - Motion, second and vote required.

Motions, seconds, discussions, amendments to motions will follow Roberts Rules of order

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# Order of Business for Regular Meetings

(Revised - 05 November 2018)

1. Meeting is opened by the presiding officer
2. Reading/Review of the previous meeting minutes.
  - a. **No motion** is needed to accept the minutes as read/reviewed. If there are no changes, the presiding officer shall say "Minutes are approved as read/reviewed".
  - b. Any changes/additions/deletions to the minutes shall be duly recorded by the Secretary. If there are changes and they are noted by the Secretary, the presiding officer shall say "Minutes are approved as modified".
3. Treasurer's Report of funds.
  - a. Motion is required to "Accept the Treasurer's report subject to audit by the Trustees".  
Call for second and voice vote.
4. Senior (1 year Trustee) Trustees Report if needed (to report on semi-annual audits or the annual inventory audit)
5. President's (or presiding officer) Report
6. The President (or presiding officer) shall make a summary report of any actions taken by the board
7. Vice President's Report
8. Secretary's Report - Review of Membership Applications, any incoming correspondence.
  - a. Motion, second and vote required for membership approval.
9. Committee Chairmanship reports (including, but not limited to: Contests, Activities, SIGS, etc.)
10. Old Business
11. New Business
12. Good of the Club - Anything not previous covered.
13. Adjournment - Motion, second and vote required.

During a regular Membership Meeting a break will be taken followed by the scheduled program.

Motions, seconds, discussions, amendments to motions will follow Roberts Rules of order

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## PCARS Board Member Election Process Outline

(addition to the Standing Rules - 05 November 2018)

Nominations and Election of Board Members will be under New Business at the annual November general meeting

Nominations and Election of Board Members will be in the following order:

Nomination and Voting will be done **one office at a time**.

- President
- Vice President
- Treasurer
- 3 Year Trustee

Nominations:

- Presiding President will call for nominations
- Any regular PCARS member may make a nomination
- Person running for office **MUST** be a paid member of PCARS **and** a paid member of ARRL
- Do **NOT** need a motion or a second for a nomination
- Person being nominated **MUST** be present to verbally **ACCEPT** the nomination
  - Each nominee that accepts the nomination shall stand and let everyone in the room know who she/he is
- Do **NOT** need a motion to close nominations. The Presiding President shall ask 3 times if there are any more nominations, if none, then the Presiding President shall say the nominations are closed
- If only **one** person is nominated (and accepts) for an office - the Secretary shall make a unanimous vote to accept the single nominee for the office:
  - “As Secretary, I cast one unanimous vote in favor of \_\_\_\_\_ for the office of \_\_\_\_\_.”

Voting will be done by paper ballot if there are more than one nominee for the particular office

Current Trustees will be ballot collectors and vote counters. If less than 3 Trustees are present - Presiding President shall appoint a substitute person or persons to collect and count votes

Each ballot shall have only one name, if there are multiple names, the ballot will be discarded and not counted

Winner is the nominee with the most votes

Results of the vote shall be announced by the Trustees as soon as the Trustees have finished counting ballots for the current election to the members present at the meeting

All ballots shall be discarded following the election

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