

CONSTITUTION of the INDIANA REPEATER COUNCIL

PREAMBLE

We, having mutual interests in the media of Amateur Relay and/or Repeater communications, do hereby associate ourselves to form a Council for our stated purposes.

ARTICLE I. NAME

The name of the organization shall be as established in the By Laws.

ARTICLE II. PURPOSES

This organization has been formed for the following purposes:

- a. To foster interest in Amateur Relay Communications and to improve the state of the art.
- b. To collect and disseminate technical and operational information among the member organizations.
- c. To achieve solutions to our problems through the collective talents within the organization.
- d. To determine and recommend technical and operational standards and policies.
- e. To establish a representative voice in the determination of rules, regulations and legislation affecting Amateur Relay operation.
- f. To provide other assistance and services as may be within the scope of the Council.

ARTICLE III. MEMBERSHIP

- a. Application for membership in the Council shall be open to all organizations or individuals (hereafter referred to as organizations) who operate a licensed remotely controlled repeating installation or who have an interest in amateur remote operation and are in accord with the purposes of the Council as set forth in Article II.
- b. Representation and obligations of member affiliates shall be as established in the By Laws.

ARTICLE IV. OFFICERS

- a. The Officers of the Council shall be:
Chairman
Vice Chairman
Secretary/Treasurer
- b. The officers of the Council shall be elected from within the membership and shall be responsible to the membership for the faithful performance of the duties of his office.
- c. Election procedures, Duties and Terms of Office shall be established in the By Laws.

ARTICLE V. COMMITTEES

- a. Committees necessary to the administration of the affairs of the organization shall be appointed by the Chairman, subject to approval by the Council, and shall be responsible to the Chairman.

- b. Term of activity of Committees shall expire with the term of Office of the Chairman.

ARTICLE VI. MEETINGS

- a. ANNUAL MEETINGS:
One Annual Meeting of the Council shall be held during each fiscal year for the purpose of Election of Officers and the presentation of fiscal audits to the Council. Such Annual Meetings may include the activities of a Regular Meeting.
- b. REGULAR MEETINGS:
At least two (2) Regular Meetings, not less than four (4) months apart shall be held by the Council; one of which may be the Annual Meeting. The approximate date for the next Regular Meeting shall be established by the Council prior to adjournment of a Regular Meeting.
- c. SPECIAL MEETINGS:
Special meetings of the Council may be called by the Chairman to conduct special business which cannot be deferred until a Regular Meeting.
- d. NOTIFICATION OF MEETINGS:
All member organizations shall be notified of Council Meetings with sufficient time in advance of the meeting so as to allow polling of the membership of their organization and preparation of information on the subjects of the agenda of the meeting. Specific times and procedures for notification shall be as established in the By Laws.
- e. QUORUMS:
A meetings of the Council shall require a quorum of at least fifty (50) percent representation of the member organizations in good standing in order to conduct official business. Proxy Representation may be counted in the determination of a quorum. The procedures and validity of Proxy Representation shall be as established in the By Laws.

ARTICLE VII. INITIATION FEES AND DUES

- a. Initiation fees and dues for membership in the Council shall be as established in the By Laws.

ARTICLE VIII. ASSESSMENTS

- a. An assessment, upon approval by two-thirds (2/3) majority of votes cast by the total membership in good standing at a meeting of the Council, shall constitute a lawful charge against each member of the Council.

ARTICLE IX. DISBURSEMENTS

- a. The Secretary/Treasurer of the Council is authorized to disburse funds of the Council as follows:
 1. Regular disbursement of funds to defray the expense of the Council which are in accord with the current budget of the Council may be made without special authorization.
 2. Special disbursement of funds to defray the expenses of the Council which exceed or are not included in the current budget shall require approval by a simple majority at a Council Meeting.

BY LAWS of the INDIANA REPEATER COUNCIL

ARTICLE X. FINANCIAL STATEMENTS

- a. An annual Financial Statement of all Receipts and Expenditures shall be prepared by an Auditing Committee and presented to the membership at the Annual Meeting.

ARTICLE XI. REAL PROPERTY

- a. The Council may NOT acquire real property by purchase or donation without approval of a simple majority at a Council Meeting. Real Property thus acquired must be listed and accountability maintained. A listing of all such Real property shall be incorporated in the Annual Financial Statements. Disposition of such Real Property shall be by approval of a simple majority at a Council Meeting.

ARTICLE XII. BY LAWS

- a. The Constitution of the Association shall be supplemented by By Laws, containing procedures, responsibilities and definitions within the framework of the Constitution; however, the By Laws shall not serve to contravene, modify or have the effect of Amending the Constitution.
- b. Amendments to the By Laws shall require the approval of a simple majority of votes cast by member organizations at a Council Meeting at which such action was on the agenda.
- c. Each member organization must be notified that Amendment to the By Laws action is under consideration before such action may become an order of business at a Council Meeting.

ARTICLE XIII. AMENDMENTS TO THE CONSTITUTION

- a. Amendments to the Constitution shall require the approval of a two-thirds (2/3) majority of votes, cast by the total membership in good standing at a Council meeting.
- b. Each member organization must be notified that a specific Article and paragraph of the Constitution is under consideration before such action may become an order of business at a Council Meeting.

ARTICLE XIV. AUTONOMY

Any Actions or Recommendations made by the Council shall be considered as advisory in nature and are not binding on member organizations.

ARTICLE I. NAME

The name of the organization shall be;
INDIANA REPEATER COUNCIL

ARTICLE II. MEMBERSHIP

Sect. 1. CATEGORIES

- a. A Regular Member qualifies by actively operating a licensed remotely controlled repeating installation.
- b. An Associate Member qualifies by displaying an interest in amateur remote operation.

Sect. 2. APPLICATION

- a. Application for membership shall be made through the Secretary/Treasurer of the Council. Such applications shall be accompanied by remittance of one year's dues.
- b. Application for membership shall be presented to the Council at the next Regular Council Meeting following receipt of application and shall be approved by a simple majority of the Council. Upon Council approval the new member shall be seated on the Council as a member in good standing. Applications rejected by the Council shall be so notified and dues returned.

Sect. 3. RIGHTS OF MEMBERSHIP

- a. Regular membership in the Indiana Repeater Council entitles the member organization to a voice in the structure, policies, actions and recommendations of the Council and to a vote on such actions that may come before the Council through delegated representation appointed by the member organization.
- b. Associate Membership shall be limited only by deletion of voting privileges.

Sect. 4. COUNCIL STRUCTURE

- Each member organization may appoint two (2) representatives or delegates to attend the meetings of the Council to act on behalf of the member organization.
- a. The Representative (1) shall carry the voice and vote of the member organization to the Council and shall be responsible for the communications between the Council and the member organization.
 - b. The Alternate Representative (1) shall carry all the privileges of the Representative with the exception of vote on the Council, shall assist the Representative with his duties and shall act on behalf of the Representative in his absence, or as established in ARTICLE III, Sect. 4, Paragraph F.
 - c. Guest Representatives or Delegates from member organizations may attend Council Meetings and be recognized by the Chair upon the request of the Representative of the Member Organization.

- d. Member organizations are responsible for the proper instruction of their Representatives on issues coming before the Council and shall assure themselves that the actions of their Representatives fulfill the opinions and desires of their membership. Any voice or vote by the Representatives on the Council shall be construed as a reflection of the desires of the member organization.
- e. The member organization shall forward to the Secretary/Treasurer the names and addresses of the Representative and Alternate Representative for the purpose of precluding any unauthorized representation and to establish addresses for the purpose of communication.
- f. Representatives may be recalled by a two-thirds (2/3) majority vote of the Council if in their opinion the actions of the Representative are detrimental to the best interests of the Council or to the member organization. In such cases the Council shall request that the Representative be replaced by the member organization.
- g. Should any Representative find himself to be in a conflict of interest on an issue before the Council he shall so state and delegate his vote to the Alternate Representative or abstain from voting. Failure to do so and upon determination by the Council shall by simple majority nullify the vote of the Representative.
- h. Should the Representative and Alternate Representative be unable to attend a meeting of the Council the member organization may elect to send a Temporary Representative who shall upon presentation of proper credentials, be recognized by the Chair and seated as a Representative of the member organization.
- i. Should no Representative be able to attend the meeting of the Council the member organization may elect to send a proxy vote to the Council reflecting their desires on the issues on the agenda of the meeting. Such proxies shall be presented to the Secretary/Treasurer of the Council.

ARTICLE III. OFFICERS

Sect. 1. The Officers of the Council shall be:

CHAIRMAN
VICE CHAIRMAN
SECRETARY/TREASURER

Sect. 2. ELECTION OF OFFICERS

- a. Nominations for Officers on the Council shall be from the floor at the ANNUAL MEETING. The nominee must be a Representative or Alternate Representative of a member organization and must be the holder of a valid amateur license higher than the Novice Class.
- b. Election of Officers shall be by secret ballot with one (1) vote being allowed each Representative or Alternate Representative or Temporary Representative present.
- c. Nomination of the CHAIRMAN shall be first and nominations and balloting shall have been completed and announced before nominations for the next office are in order.

Sect. 3. TERM OF OFFICE

- a. The Term of Office of Elected Officers of the Council shall be one (1) year.

Sect. 4. DUTIES OF THE CHAIRMAN

- a. The Chairman of the Council shall administer the affairs of the Council and shall be responsible to the Council for the execution of actions.
- b. He shall appoint all committees of the Council, subject to review by the Council, and shall be responsible for maintaining the activity and function of the committee toward their goals. He shall be an ex-officio member of all committees.
- c. He shall preside at all meetings of the Council.
- d. He shall cast the deciding ballot in case of tie vote on actions of the Council.
- e. He shall be responsible to the Council for the adherence to the Constitution and By Laws by the member organizations and activities and actions of the Council.
- f. If the Elected Chairman is a Representative the vote of his member organization shall be carried by the Alternate Representative.

Sect. 5. DUTIES OF THE VICE CHAIRMAN

- a. The Vice Chairman of the Council shall assist the Chairman in the discharge of his duties and shall assume the duties of the Chairman in his absence.
- b. He shall be the Chairman of the Public Relations Committee.

Sect. 6. DUTIES OF THE SECRETARY/TREASURER

- a. The Secretary/Treasurer shall maintain the records of the Council, including minutes of Council Meetings.
- b. He shall maintain a file of all official correspondence of the Council.
- c. He shall prepare the necessary notices for membership meetings in accordance with the By Laws.
- d. He shall maintain the financial and real property records of the Council, provide information on the financial status to the Chairman and surrender financial and real property records to the Audit Committee upon request.
- e. He shall collect all initiation fees, dues and assessments of the Council.
- f. He shall have his signature and that of the Chairman registered in banks or other institutions which are depositories of the Council's funds.
- g. He shall disburse all monies and write all necessary checks for the Council under his signature and shall retain copies of bills, vouchers and receipts to substantiate such disbursements and receipts.

ARTICLE IV. COMMITTEES

Sect. 1. The Chairman of the Council shall assign all Committees and appoint a chairman of such Committees from among the Representatives or Alternate Representatives on the Council, and may, if he so desires, appoint the members of the Committee from any members of organizations represented by the Council: Otherwise, such members of Committees shall be chosen by the Committee Chairman.

Sect. 2. The Standing Committees on the Council shall be:

- 1. Technical Committee
- 2. Operations Committee
- 3. Public Relations Committee
- 4. Audit Committee (appointed prior to the Annual Meeting)

5. The Chairman may appoint additional Standing Committees subject to the approval of the Council.
- Sect. 3 TECHNICAL COMMITTEE**
- The Technical Committee shall be responsible for studies, surveys, research and findings on the technical and engineering aspects of Relay operation. Such subjects shall include equipment design, antenna studies, frequency utilization, control functions, deviation levels, equipment availability, etc.
 - The Committee Chairman of the Technical Committee may appoint SUB-COMMITTEES on specific subjects as deemed necessary or as directed by the Chairman of the Council. The Sub-committee Chairman and members of the Sub-committee may be drawn from among any members of the organizations represented by the Council.
 - The Committee Chairman shall be responsible for the guidance and maintaining the activity of his committee and Sub-Committees, and shall be prepared to give reports and submit recommendations to the Council at Council meetings.
- Sect. 4 OPERATIONS COMMITTEE**
- The Operations Committee shall be responsible for studies, research, surveys and findings on the operational and non-technical aspects of Relay Operation. Such subjects may include relay operation procedures, station identification, logging, mediation of interference problems, new group organization, licensing, rules, regulations and legislation affecting Relay Operations, etc.
 - The formation of SUB-COMMITTEES and Committee Chairman responsibilities shall be the same as those outlined in Sect. 3, Para. b and c of this Article.
- Sect. 5 PUBLIC RELATIONS COMMITTEE**
- The Committee Chairman of the Public Relations Committee shall be the Vice Chairman of the Council.
 - The Public Relations Committee shall be responsible for studies, surveys and findings on the aspects of Relay Operation which affect the public image or the relationship with Amateur Radio Community.
 - The Public Relations Committee shall be responsible for the Review of the content of all informational releases under the name of the COUNCIL.
 - The formation of SUB-COMMITTEES and Chairman responsibilities shall be the same as those outlined in Sect. 3, para. b and c of this Article.
- Sect. 6 AUDIT COMMITTEE**
- The Audit Committee shall be appointed prior to the Annual Meeting and shall obtain from the Secretary/Treasurer all financial and real property records of the Council.
 - The Financial Records and real property records shall be audited and reviewed for accuracy, compliance to the Constitution and By Laws and deviations from the Budget.
 - The Audit Committee shall prepare a Financial Summary Report in Balance Sheet format which shall be signed by the Audit Committee Chairman and submitted to the Council at the Annual Meeting.
 - The Audit Committee shall prepare a proposed budget of expenditures for the forthcoming year which shall be presented to the Council for approval at the Annual Meeting.

- The Audit Committee shall prepare a report of all inaccuracies, deviations and other unethical practices which may have been found in the Audit and submit the same to the Council Chairman for his action or if he deems necessary by action from the Council.

- Sect. 7 OTHER COMMITTEES**
Other Committees may be appointed by the Council Chairman as are necessary in the performance of the activities of the Council and shall parallel the structure of the Standing Committees.

ARTICLE V. MEETINGS

- Sect. 1** The TYPES and FREQUENCY of Council meetings shall be as established in Article VI of the Constitution.
- Sect. 2 AGENDA**
- REGULAR MEETINGS of the Council shall contain on the Agenda those subjects which are the normal business of the Council.
 - ANNUAL MEETINGS of the Council shall be the same as for Regular Meetings with the addition of the Election of Officers and Presentation of the Fiscal Audit and Budget.
 - SPECIAL MEETINGS of the Council, since they do not allow sufficient time to poll the desires of the members of the member organizations, shall be limited on the Agenda to the specific subject (or subjects) for which the Special Meeting was called.
- Sect. 3 NOTIFICATION OF MEETINGS**
- All member organizations and their Representatives shall be notified of the Annual Meeting and Regular Meetings of the Council at least four (4) weeks in advance of the meeting date.
 - For SPECIAL Meetings all member organizations and their Representatives shall be notified at least one (1) week in advance of the meeting date. Representatives of member organizations should make every effort to determine the desires of their membership on the subject to be considered and if they cannot attend the meeting should prepare a proxy stating these desires to be presented at the Special Council Meeting.
 - Notification of Meetings forwarded to member organizations shall contain a minimum of the following information:
Location of Meeting
Date and Time
Type of Meeting
Major Subjects on the Agenda
 - LOCATION
In the determination of the location of Annual and Regular Meetings by the Council and the Special Meetings by the Chairman every effort should be made to rotate the location so as to equalize the travel distance and convenience of the Representatives of member organizations.
- Sect. 5 RULES OF ORDER**
- The following shall be the order of business at Annual and Regular Meetings of the Council:

1. Call to Order
2. Roll Call of Member Organizations
3. Council Approval of New Members
4. Seating of New Members on the Council
5. Reading of the Minutes
6. Treasury Report
7. Audit and Budget Report (Annual Meeting)
8. Council Approval of Audit and Budget (Annual)
9. Correspondence
10. Committee Reports
11. Old Business
12. New Business
13. Good of the Council
14. Nomination and Election of Officers (Annual)
15. Installation of Officers (Annual)
16. Adjournment

- b. All meetings of the Council shall be conducted in accordance with the Constitution and By Laws of the Council and unless otherwise specified shall be conducted under "Roberts Rules of Order."

Sect. 6 **BALLOTING**

- a. All balloting at meetings of the Council, unless otherwise specified, shall be by Roll Call Ballot.
- b. The Chairman of the Council may elect, on non-controversial subjects, to call for any "nay" votes and "absentions" in lieu of a Roll Call Ballot and may assume all other votes to be "aye".

ARTICLE VI. COMMUNICATIONS

- Sect. 1** Communications from the Council, such as Notice of Meetings, Minutes of Meetings, Bulletins, etc., to member organizations shall be limited to a maximum of three (3) copies mailed as follows:

Representative
 Alternate Representative
 Secretary or other official of the
 organization as designated.

- Sect. 2** Correspondence or information considered confidential by member organizations may be withheld or indicated as such and shall be handled accordingly.

ARTICLE VII. DUES AND ASSESSMENTS

Sect. 1 **DUES**

- a. The dues for Regular Membership in the Council shall be eight dollars (\$8.00) per year for each member organization which shall be due and payable upon application for membership and shall become effective upon approval by the Council and shall be due at the beginning of the fiscal year. Associate membership dues shall be 75% that of Regular Members.
- b. Member organizations shall be notified by mail fifteen (15) days in advance of the date dues are payable. Initial memberships shall be prorated quarterly to the balance of the end of the fiscal year.

- c. Member organizations who fail to remit dues within thirty (30) days after the expiration date shall be notified they are no longer members in good standing in the Council. Failure to remit dues within ninety (90) days after the expiration date shall result in the member organization being dropped from the rolls of the Council.

Sect. 2 **ASSESSMENTS**

Assessments which have been approved by the Council in accordance with Article VIII of the Constitution are due and payable within (30) days after the assessment action by the Council. Failure to remit such assessments shall jeopardize the standing of the member organization as may be determined by the Council.

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