

**BOEING EMPLOYEES' AMATEUR RADIO SOCIETY  
CONSTITUTION**

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**ARTICLE I  
NAME**

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- Section 1      This organization shall be known as the Boeing Employees' Amateur Radio Society, hereinafter referred to as the Society.
- Section 2      This Society is established under the auspices of, and is governed by, the Boeing Employees Recreation Council, hereinafter referred to as the BERC.
- Section 3      The general business of this Society shall be under the control, supervision and direction of the Executive Board, as defined in Article V, Section 1.

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**ARTICLE II  
PURPOSE**

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- Section 1      The purpose of the Society is to promote interest in amateur radio by:
- A. Providing communications assistance to the Puget Sound Region in furtherance of public service activities,
  - B. Providing the resources for Society members to advance within the hobby through education, experimentation and practice in order to maintain a pool of licensed amateur radio operators who are capable of and experienced in maintaining radio communications during periods of public emergencies and disasters,
  - C. Providing training in radio communications theory and radio operating procedures in preparation for taking amateur radio licensing examinations,
  - D. Sponsoring and encouraging experimental activities in radio equipment design, construction and repair, radio operating systems and communications techniques as a means of improving the capabilities of its members to provide public service communications, and
  - E. Promoting the highest standards of practice and ethics in the conduct of amateur radio communications.
- Section 2      This Society maintains, and intends to maintain, an active affiliation with the American Radio Relay League (ARRL) of Newington, Connecticut, the National non-profit organization of Radio Amateurs.

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**ARTICLE III  
MEMBERSHIP**

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- Section 1      Membership shall be open to the following without regard to race, age, color, sex, religion, national origin, status as a disabled or Vietnam era veteran, or the presence of any disability(ies).
- A. Boeing employees and retirees.
  - B. Spouse and eligible dependent children as defined by the IRS and domestic partners as defined by Boeing of Boeing employees and retirees.

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- C. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company. Membership shall also be open to spouses and dependents of such individuals.
- D. Other non-Boeing individuals or groups proposed for participation by club activity or special event and who have prior approval by the Recreation Advisor.

Section 2      Certain limitations may be imposed by The Boeing Company on participation for other than Boeing Company employees based on available staff, facilities and budgets.

Section 3      Membership status shall be limited by the following circumstances.

- A. Any employee who terminates or is terminated by company action, will immediately lose their membership privileges. Paid up membership dues will be refunded on a prorated basis.
- B. Paid up members who are placed on Company layoff may continue to participate to the end of the current membership year, but may not hold office.
- C. Employees who are granted a Company approved leave of absence may continue to participate, but may not hold office.
- D. Government, customer or vendor representatives or contract personnel who are reassigned outside of The Boeing Company shall immediately lose their membership privileges. Paid up membership dues will be refunded on a prorated basis.

Section 4      Associate Membership Category. Up to 10% of the total number of members may be associate members, as defined herein.

To be eligible as an associate member, an individual must be: 1) an immediate family member (as defined below) of an employee or retiree who is a member of the same club or 2) a former employee as defined below.

- A. Immediate family member is defined as to include parents, brothers, sisters, or children/stepchildren (beyond dependent status) of employees or retirees.
- B. Former employees are defined as individuals (other than retirees) who voluntarily terminated their employment or individuals who were previously employed by the company and terminated as a result of a reduction in force. Additionally, former employees must have been employed by the company and been active members of the club for which they are seeking associate membership for a minimum of 3 consecutive years immediately prior to their application for associate membership. Former employees must provide evidence of their termination status such as a copy of their resignation letter or a copy of their reduction in force notice, prior to approval of their associate membership.

Section 5      Conditions of Associate Membership

- A. An applicant for associate membership must be of good character as to be of benefit to the club and its purpose in accordance with Article II.
- B. Associate membership applications shall be reviewed and voted upon by the members of the Board of Directors. Majority approval within the allowable 10% limit shall constitute acceptance.

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- C. Associate members cannot sponsor an immediate family member for associate membership.
- D. Advance payment of annual dues is required for each associate membership.
- E. An Associate member may not hold office.
- F. Associate members shall agree in writing prior to approval of membership to comply with all rules, bylaws, and standards established for the safety and well being of the members of the recreation clubs.
- G. Associate members who violate safety or conduct rules established by the Recreation Department may have their membership revoked by a majority vote at any business meeting of the club. Dues will be immediately refunded to the terminated member on a prorated basis. No terminated member shall be eligible for reinstatement of membership.
- H. Associate members shall not be denied membership renewal in periods of declining club general membership when associate members may exceed 10% of the total number of members.

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**ARTICLE IV  
OFFICERS**

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- Section 1      The officers of the Society shall consist of a President, Vice-President, Secretary, Treasurer and Trustee.
- Section 2      Candidates for office
- A. Candidates for office of Treasurer shall hold a valid Technician or higher class license issued by the Federal Communications Commission. All eligible candidates for Treasurer must be selected from a roster of Boeing employee members. . If the Treasurer retires during the term of office, the balance of the term can be served out.
  - B. Candidates for the office of Trustee, President, Vice- President and Secretary must be selected from the Employee or Retiree roster of members. However, at least one of the following Executive Board members must also be employees: President, Vice-President, or Secretary. Candidates for the office of Trustee shall hold a valid General or higher class license issued by the Federal Communications Commission. Candidates for the office of President, Vice-President and Secretary shall hold a valid Technician class or higher class license issued by the Federal Communications Commission.
- Section 3      No person is eligible to hold office who is not a member of the Society.
- Section 4      No member is eligible to hold more than one elective office at a time or to remain in the same office for more than two consecutive elected one year terms, except the office of Trustee. The office of Trustee shall be for a term of five years, but may expire under any of the following conditions:
- A. Termination of the Society amateur station license, or
  - B. Expiration and failure to renew personal amateur radio license, or
  - C. Resignation or incapacitation.
- Section 5      Only one member of a family at a time is eligible to hold office of President, Vice-President(s), Secretary, Treasurer or Trustee. – Need to update to new statement as it is written in the template

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- Section 6 No officer or trustee shall receive any salary or wages by reason of office.
- Section 7 If the office of the President is vacated between elections, the Vice-President shall assume the office of President. Other office vacancies occurring between elections, including the vacancy created when the Vice-President assumes the office of President, shall be filled by an eligible person willing to serve and receiving the majority vote of the Executive Board.
- Section 8 An officer may be removed from office by a two thirds majority vote of the membership present, or present by written proxy, at any regular society meeting. The membership must be notified by mail at least thirty days in advance of the meeting at which the vote on the proposed removal is to be taken.
- Section 9 The President shall:
- A. Preside at all meetings of the Society, and be its official representative.
  - B. Be the chairperson of the Executive Board.
  - C. Call extra business meetings, appoint committees not otherwise provided for, and fill committee and pro-tem vacancies as required to properly conduct Society business.
  - D. Attend all meetings as requested by the BERC or appoint a delegate to attend in his/her stead.
  - E. Be an ex-officio member of all Society committees.
  - F. Review the monthly bank statement with the Treasurer.
- Section 10 The Vice President shall:
- A. Be an ex-officio member of all Society committees.
  - B. Perform the duties of the President in the absence of that officer.
- Section 11 The Secretary shall:
- A. Keep minutes of all general membership and executive board meetings of the Society.
  - B. Maintain liaison with local and national ARRL headquarters and submit reports of Society activities as necessary.
  - C. Document in the meeting minutes the number of members present at each general meeting.
- Section 12 The Treasurer shall:
- A. Maintain accurate accounts of all financial transactions of the Society.
  - B. Be responsible for all funds of the Society, and receive and disburse all money subject to the will of the Executive Board.
  - C. Make disbursements by check only. A checking account shall be set up and no check will be issued for payment unless signed by the Treasurer, such

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signature to be countersigned by the President or one other elected officer of the organization.

- D. Render monthly financial statements to the Society.
- E. Submit an annual financial report to the Recreation Advisor.
- F. Maintain bookkeeping and financial records in accordance with the specifications set by the BERC.
- G. Prepare and present an annual budget forecast to the Recreation Advisor as approved by the Executive Board.
- H. Review the financial records with an officer or club member upon request.

Section 13      The Trustee shall:

- A. Be responsible for operation of the transmitting equipment in conformance with the rules and regulations of the Federal Communications Commission.
- B. Ensure that the necessary operating procedures are provided for the transmitting equipment installed in the Society's station, and upon request, shall assist members desiring to operate equipment.

Section 14      The Boeing Company shall assign a Recreation Advisor who shall serve as an ex-officio member of the Executive Board. – Need to update to the new statement as written in the template

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ARTICLE V  
EXECUTIVE

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Section 1      Executive Board.

- A. The Executive Board shall consist of the President, Vice-President, immediate past President, Treasurer, Secretary, Trustee, and standing committee chairpersons.
- B. All of the above Executive Board members are voting members.
- C. The Recreation Advisor shall serve the Executive Board in an ex-officio capacity.
- D. A quorum shall consist of two-thirds of the members of the Executive Board.

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ARTICLE VI  
BY-LAWS

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Section 1      The internal operation of this Society shall be set forth by the Society By-Laws.

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ARTICLE VII  
AMENDMENTS

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Section 1. This Constitution may be amended by any Society member who submits a petition containing the proposed amendment(s), endorsed by a minimum of ten members, to the Secretary of the Society. All petitions are subject to validation and vote of the membership in accordance with Sections 2 through 5.

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- Section 2. The Secretary shall:
- A. Validate the petition in accordance with section 3 of this article.
  - B. Appoint a petition review committee, in accordance with section 4 of this article, within 14 calendar days of receipt of the petition, and
  - C. Provide the review committee with a copy of the validated petition within 5 days of its approval by the Recreation Advisor, or return petitions not approved by the Recreation Advisor to the petitioner with the Recreation Advisor's comments.
- Section 3. Petitions for amendment shall be validated by:
- A. Recording the date of receipt and signing the petition,
  - B. Verifying that at least ten signatures of endorsement on the petition are Society members, and
  - C. Submitting a copy of the petition to the Recreation Advisor for clearance before a vote by the membership.
- Section 4. The review committee shall consist of at least three Society members, only one of whom may be a member of the Executive Board, and none of whom endorsed the petition.
- Section 5. The petition review committee shall:
- A. Review the petition for clarity, and to ensure the proposed amendment does not conflict or cause ambiguity with any other part of the constitution.
  - B. Coordinate any recommended change with the amendment petitioners, and obtain approval signatures of at least eight of the ten amendment petitioners on any modified language of the petition.
  - C. Establish the following schedule for amendment discussion, ballot return and ballot counting:
    - 1. Mail amendment and ballot to the membership 15 to 20 days prior to the next general meeting of the Society.
    - 2. Members debate the amendment at the next general meeting of the Society, and
    - 3. Ballots are due, counted and the result announced at the second general meeting of the Society.
  - D. Mail a copy of the proposed amendment and the balloting schedule to all members with instructions to return ballots to the petition review committee.
  - E. An amendment shall be considered as passed if two-thirds of the returned ballots are in favor of the amendment.

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**ARTICLE VIII  
RULES OF ORDER**

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- Section 1. All meetings will be conducted in compliance with Robert's Rules of Order.

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**ARTICLE I  
ELECTION OF OFFICERS**

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- Section 1      The terms of office of President, Vice-President, Treasurer, Secretary and Trustee shall begin at the first regular Society meeting in January.
- Section 2      Nominations for the offices of the Society shall be made by a three person Nominating Committee appointed by the President at the October business meeting.
- Section 3      Voting for officers shall be by mail. Ballots shall be mailed to all members during the first week of November for return by November 30. Ballots will be opened and counted, and results announced at the December Society meeting.

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**ARTICLE II  
EXECUTIVE BOARD**

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- Section 1      Responsibilities
- The Executive Board shall be responsible for:
- A. Preparation of annual Society budget, to be approved by the Society membership and the BERC.
  - B. Approval of all Society expenditures.
  - C. Planning and promotion of Society activities.
  - D. General government of the Society in accordance with the constitution, the Society's By-Laws and BERC regulations.
  - E. Holding an Executive Board meeting monthly, except in July and August, for the purpose of conducting such business as may come before the board. The time and place of the Executive Board meeting shall be designated by the President.

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**ARTICLE III  
COMMITTEES**

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- Section 1      Committee Members
- The chairperson of each committee shall be appointed by the President. Chairpersons shall serve until they resign, are replaced by the President, or the committee is disbanded.
- Committee members other than the chairperson shall be appointed by the chairperson, who shall determine the number and make-up of the committee.
- Section 2      Committee Meetings
- The chairperson shall provide committee members timely notification of the time and place of committee meetings.

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Section 3      Standing Committees

The Standing Committees and their responsibilities are:

- A. Field Day - All plans and arrangements for the Society's participation in the annual ARRL Field Day event.
- B. Training - Plan, publicize and present courses of instruction, as a public service, to assist persons interested in entering, or advancing, in the hobby of amateur radio.
- C. Facilities - Serve as custodian of all Society equipment. In this capacity, the committee shall:
  - 1. Prepare and submit facility plans to the Executive Board in advance of making any changes.
  - 2. Maintain all Society equipment in operational order.
  - 3. Maintain an inventory of all club property, noting value, location, and custodial responsibility.
- D. Repeater - Install, operate and maintain all Society voice repeaters. Establish policy, subject to FCC regulations and the Executive Board's approval, concerning use of the Society's repeaters during period of normal, emergency and simulated emergency operations.
- E. Membership - Process Society membership applications to verify membership eligibility, payment of proper dues, and maintain a database of membership information and interests collected from membership forms. Turn all funds collected over to the Treasurer in a timely manner, and provide the Secretary with an updated membership roster on a monthly basis.
- F. Digital - Promote interest, experimentation, and advancement in digital communications. Develop digital systems that support the Society's activities and provide service to the amateur digital communications systems. Install, operate, and maintain all Society digital repeaters and packet/digital nodes. Establish policy, subject to FCC regulations and the Executive Board's approval concerning the use of the above equipment during normal, emergency and simulated emergency operations.

Section 4      Special Committees

Special/Ad Hoc committees may be designated by the President at any time. Chairpersons and members of special committees shall be selected in accordance with section 1 of this article. Special committee responsibilities shall be delineated by the President.

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**ARTICLE IV  
MEETINGS**

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Section 1      Except during the months of July and August, regular meetings shall be held on the first Saturday of each month. Monthly meetings shall be held a week later if the first Saturday occurs on a Boeing holiday weekend.

Section 2      Special meetings may be called at any time by the President.

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**ARTICLE V  
GENERAL PROVISIONS**

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- Section 1      Property or equipment purchased by the Society shall not be considered the property of any individual member or group of members but shall be known as club property.
- A. As club property it shall be entrusted to the custodial care of the BEREC.
- B. In the event of the Society disbanding, club property shall revert to the BEREC to be handled in a suitable manner.
- Section 2      Acquisition of any property, real, personal, or interest therein, in excess of \$100.00 valuation (except property received by donation) shall receive prior clearance through the Recreation Advisor as submitted in the budget forecast or by special approval of the Recreation Advisor (if not specifically included in the budget forecast).
- A. "Real property" shall be defined as land or buildings.
- B. "Personal property" shall be defined as property that is movable (i.e., transmitters, receivers, test equipment, etc.)
- C. "Interest therein property" shall be defined as that property which is leased or rented.
- Section 3      The fiscal year for the Society shall be from January 1 to December 31 inclusive. All budgeting and financial accounting shall be rendered on this basis.
- Section 4      Two-thirds of the average number of the membership in attendance at the previous six (6) meetings shall constitute a quorum. A quorum is required for passage of all voting issues submitted to the general membership except to amend the constitution or by-laws which is covered elsewhere.
- Section 5      Annual dues shall be payable by each member as follows.
- A. Members shall pay dues of \$15.00 per annum by January 1 of each year for the ensuing year except as stated in B. through L. below.
- B. New members who join the Society after July 1st shall pay dues of \$10.00 for the balance of the year, except that new members who join after October 1st shall pay \$5.00.
- C. The reduced dues stated in B. above shall not apply to members who have been dropped from the roster for dues delinquency.
- D. Dependents and spouses of members, except those of retiree members, shall pay annual dues of \$3.00. No dues shall be payable by these members joining after October 1st for the balance of that calendar year.
- E. Dependents and spouses of non-members, except those of retiree non-members, shall pay annual dues in accordance with A., B. and C. above.

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- F. Retired Boeing employees shall pay annual dues of \$10.00. The Society recognizes that this may cause hardship to some retirees. Therefore, the treasurer shall maintain a fund to be used to aid retirees maintain active membership on a case-by-case basis. All members are encouraged to make donations to this fund. Retirees that wish proceeds from this fund are encouraged to speak privately to the President to make a request. The President shall assess the retiree's needs and shall be empowered to grant from the fund up to a maximum amount of seventy-five per cent of the annual dues payment for the retiree.
- G. New retiree members joining after October 1st will pay dues of \$10.00 for the balance of the current year and all of the following year.
- H. Dependents and spouses of retiree members will pay dues of \$3.00. Dues paid by these members after October 1st will apply to the balance of the current year and all of the following year.
- I. Dependents and spouses of retiree non-members shall pay dues in accordance with F. and G. above.
- J. Membership privileges expire automatically on December 31st unless annual dues have been paid in accordance with A. through G. above.
- K. There shall be a two month grace period until February 28th for payment of delinquent dues, during which time members may be reinstated to regular membership.
- L. An annual membership card shall be issued to each member of the Society upon payment of dues as provided in A. through G. above.
- M. Associate Members who are former employees shall pay dues of \$10.00 per annum by January 1 of each year for the ensuing year.
- N. Associate Members who are Immediate Family members of employees or retirees, shall pay annual dues of \$3.00. No dues shall be payable by these members joining after October 1st for the balance of that calendar year.

Section 6      Voting

Each member shall have one vote.

Section 7      Member Longevity Awards

Any member who maintains continuous membership in the Society for a period of five years shall be awarded a certificate, lapel pin, badge or other form of recognition of suitable design to signify such membership. Additional five year periods shall also be similarly recognized.

Section 8      Amendments

- A. These By-Laws may be amended by a two- thirds majority vote of the membership present at any regular Society meeting. The membership must be notified by mail at least thirty days in advance of the meeting at which the vote on the proposed amendment is to be taken.

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- B. All proposed amendments to these by-laws shall be submitted to the Recreation Advisor for clearance before a vote by the membership.

Section 9 Club Guest Participation Policy for Lessons/Instruction/Programs

Guests of club members shall be permitted to participate in lessons/instruction and programs offered by the club provided each of the following are adhered to:

- 1) A waiver form is signed by each participant when required
- 2) A minimum of a 2 to 1 ratio of member to non-member participation is maintained
- 3) Recreation (BERC) issues approval
- 4) Employees have first priority for lesson registration or program participation
- 5) Guests are sponsored by an eligible club member who is participating in the same lesson/instruction/program.
- 6) Associate Members may not sponsor a guest.
- 7) Guests may participate up to once per month for programs/non-instructional activity, and for only one series of lessons per membership year.

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Note: The Constitution and By-laws were re-paginated in a smaller font to reduce the number of pages in November of 2000.