



**CONSTITUTION AND
BY-LAWS
OF THE
FOUNTAIN VALLEY
Radio Amateur Civil Emergency Services FVRACES**



Preamble:

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio communications who want to help our community during emergency conditions, constitute ourselves the Fountain Valley Radio Amateur Civil Emergency Services (FVRACES) and enact this constitution as our governing law. It shall be our purpose to prepare ourselves for emergencies by a continual training program, and by maintaining our radio equipment and other response items in excellent condition in order to provide essential radio communications support for the City of Fountain Valley during periods of disasters or other emergencies such as a major failure or overload of the existing communications systems and to provide communications support during civic activities such as parades and festivals.

Membership: Article I

Persons of good character who reside or work in the City of Fountain Valley and adjacent communities, and are licensed in the Amateur Radio Service are eligible for membership. Membership shall be by application, and election upon such terms as the organization shall provide in its By-Laws.

Officers: Article II

Sec. 1. The officers of this organization shall be President, Vice-President, Secretary and Treasurer and one or more board members at large as needed to ensure an odd number of board members. The Secretary and Treasurer position may be combined into one position.

Sec. 2. The officers of this organization shall be elected by ballot of the members present at the November meeting, and shall serve for a term of two years. Nominees for office must be a member in good standing for at least one year and must meet the membership requirements and expectations as outlined in the operating manual.

Sec. 3. Vacancies occurring between elections will be filled by special elections at a regular or special meeting as soon as possible but no longer as 60 days following the vacancy. The exception shall be the President which will be filled by the Vice President for the remainder of the term.

Sec. 4. Officers may be removed by a three-fourths vote of the membership.

Duties of Officers: Article III

Sec. 1. The President shall preside at all meetings, and conduct them according to Roberts's rules of order. The President shall hold the post of Chief R.A.C.E.S. Radio Officer (C.R.O.) for the City of Fountain Valley and shall be the primary liaison person between the City, Orange County R.A.C.E.S and FVRACES. 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.

Sec. 2. The Vice-President shall assume all the duties of the President in his/her absence. The Vice-President shall hold the post of Assistant R.A.C.E.S. Radio Officer (A.R.O.) for the City of Fountain Valley and shall be the backup liaison person between the City, Orange County R.A.C.E.S and FVRACES. In addition, he/she shall organize activities, plan and recommend training and drills for emergency preparedness, and advance organization interest and activity as approved by the organization. He/she shall maintain close liaison with Orange County RACES to further organization participation in the Radio Amateur Civil Emergency Service.

Sec. 3. The Secretary shall keep minutes of the proceedings of all Board meetings, nomination meetings, election meetings and the annual and special business meetings. The secretary shall keep a roll of members, maintain training and participation records, submit membership applications, carry on all correspondence, and mail written annual and special meeting notices to each member. 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 the annual business meeting. The Secretary shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.

Sec 4. The Treasurer shall receive and receipt for all monies paid to the organization; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the organization or its officers constituting a business committee). At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. At the expiration of his/her term he/she shall turn over all items belonging to the organization to his/her successor.

Sec. 5. Members at large shall fulfill such duties or chair committees for training, membership recruitment, technical assistance, public relations, equipment inventory management and other duties as needed. Members at large shall have the same voting rights as the officers of the organization on organization business transactions except changes to the Constitution which is reserved for the total membership.

Sec 6. Nominations and Elections: Nominations for the Board (officers and members at large) shall be done in the 2 months preceding the election which shall be held at the regular meeting in November with the new officers assuming their duties the first meeting of the following January.

Board Members shall be elected by ballot of the members present, and each member shall serve for a term of two years. Elections shall be for Board membership only. Positions and Offices shall be filled by the elected Board members at the first regular Board meeting following the election.

A Board member may elect to seek nomination at the end of a two year term but they must take a one year hiatus after the third term (6 years).

Meetings: Article IV

The By-Laws shall provide for regular and special meetings. At the annual business meeting, a minimum of one-third of the membership shall constitute a quorum for the transaction of business.

Dues: Article V

The organization, by majority vote of those present at any regular meeting, may levy upon the general membership assessments as shall be deemed necessary for the business of the organization.

Membership Assistance: Article VI

The organization, through designated Committees will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiations from member-stations. The organization shall also maintain a program to foster and guide public relations.

Amendments: Article VII

This constitution or By-Laws may be amended by a two-thirds vote of the total membership. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the annual business meeting, provided all members have been noticed by mail of the intent to amend the constitution and/or By-Laws at said meeting.

By-Laws:

1. Membership. Membership is open to licensed amateurs, who live or work in the City of Fountain Valley and adjacent communities. Full membership; defines as members who meet the requirements and expectations outlined in the organizations Operating Manual, includes all organization privileges as well as rights to hold an office and to vote for officers. Members who meet the defined requirements but; for personal reasons, cannot fulfill the expectations related to maintaining the personal training and preparedness expectations shall be categorized s Associate members. Applications for membership shall be submitted at regular meetings. All applicants will be subject to fingerprinting and a background check by the City of Fountain Valley. All members shall be registered as a disaster service worker with the State of California Office of Emergency Services.

2. Meetings. Regular meetings shall be held on the first Saturday of each calendar month. The day for the regular meeting may be adjusted as needed for holidays or other situations. Weekly meetings (Nets) shall be held on the air for the purpose of equipment checkout, training, roll call and announcements. An annual business meeting shall be held in the month of January for the purpose of installing officers, amending the by-laws and other organization business. Special meetings may be called by the President upon the written request of any five organization members. Notices shall be sent to members concerning the annual and any special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they are received not less than 24 hours before the meeting. Board of Directors meetings to conduct the organization's business, approve disbursement of funds and planning of activities shall be held regularly.

3. Dues. The payment of regular dues shall not be a condition of membership. A special assessment may be assessed in accordance with the provisions of Article V of the constitution for the purpose of providing funds for extraordinary expenses.

4. Board - The organization officers shall constitute the organization's Board of Directors. Disbursement of organization funds by check shall require the signature of at least two of the organization's officers. Debit or credit card transactions shall be subject to organization officers' approval at a regular board meeting and recorded in the meeting minutes.

5 Other Committees - Will be formed as deemed necessary by the governing board.

Adopted at Fountain Valley, California, on this 9th day of January, in the year 2016.

Richard Bruno, President

Alan Hill, Vice President

Garry Jones, Treasurer

Robert Adkins, Secretary

Steve Blakesley, Member at Large

James Cataline, Sgt. FVPD, Coordinator
For the City of Fountain Valley

Appendix A

RECORD OF AMENDMENTS

DATE OF AMENDMENT	PREVIOUS LANGUAGE	CHANGED TO
06 Jan 2007	See previous edition for record of changes from original	
09 Jan 2016	Throughout document – “club” and “Business Committee”	Changed club to “organization” and changed Business Committee to “Board of Directors”
09 Jan 2016	Officers: Article II Sec. 1. The officers of this club shall be President, Vice-President, Secretary-Treasurer and two board members at large.	Officers: Article II Sec. 1. The officers of this organization shall be President, Vice-President, Secretary and Treasurer and one or more board members at large as needed to ensure an odd number of board members. The Secretary and Treasurer position may be combined into one position.
09 Jan 2016	Sec. 2. The officers of this club shall be elected by ballot of the members present, and shall serve for a term of two years in each office. The offices shall be filled as follows: The first president shall hold office for two years. At the end of the 2 year term the vice president will assume the office of president, the secretary/treasurer will assume the office of vice president and the most senior board member will assume the office of secretary treasurer. An election will be held to elect a new board member.	Sec. 2. The officers of this organization shall be elected by ballot of the members present at the November meeting, and shall serve for a term of two years. Nominees for office must be a member in good standing for at least one year and must meet the membership requirements and expectations as outlined in the operating manual.
09 Jan 2016	Sec. 3. Vacancies occurring between elections will follow the same rules described in Section 2. The junior position on the board will be filled by special elections at the first regular meeting following the withdrawal or resignation	Sec. 3. Vacancies occurring between elections will be filled by special elections at a regular or special meeting as soon as possible but no longer as 60 days following the vacancy. The exception shall be the President which will be filled by the Vice President for the remainder of the term.
09 Jan 2016	Sec. 5 Officers who; for cause, are unable to serve as President or Vice President may continue to serve as Members at Large for the remainder of their 6 year term.	Deleted Section 5 in its entirety
09 Jan 2016	Duties of Officers Article III Sec. 1 was.” rules adopted”.	Changed to“Roberts Rules of Order”.
09 Jan 2016	Sec. 3. The Secretary-Treasurer shall keep a record of the proceedings of all business meetings, keep a roll of members, submit membership applications, carry on all correspondence, and mail written annual and special meeting notices to each member,	Sec. 3. The Secretary shall keep minutes of the proceedings of all Board meetings, nomination meetings, election meetings and the annual and special business meetings. The secretary shall keep a roll of members, maintain training and participation records, submit membership applications, carry on all correspondence, and mail written annual and special meeting notices to each member. 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 the annual business meeting. The Secretary shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.
09 Jan 2016	(Sec 3 continued.....) receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the club or its officers constituting a business committee). At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.	New Sec 4. The Treasurer shall receive and receipt for all monies paid to the organization; keep an accurate account of all monies received and expended; pay no bills without proper authorization (by the organization or its officers constituting a business committee). At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. At the expiration of his/her term he/she shall turn over all items belonging to the organization to his/her successor
09 Jan 2016	Sec. 4. Members at Large - Two (2) members at large shall fulfill such duties or chair committees for training, membership recruitment, technical assistance, public relations, equipment inventory management and other duties as needed.	New Section 5. Members at large shall fulfill such duties or chair committees for training, membership recruitment, technical assistance, public relations, equipment inventory management and other duties as needed. Members at large shall have the same voting rights as the officers of the organization on organization business transactions except changes to the Constitution which is reserved for the total membership.
09 Jan 2016		New Sec 6. Nominations and Elections: Nominations for the Board (officers and members at large) shall be done in the 2 months preceding the election which shall be held at the regular meeting in November with the new officers assuming

		<p>their duties the first meeting of the following January. Board Members shall be elected by ballot of the members present, and each member shall serve for a term of two years.</p> <p>Elections shall be for Board membership only. Positions and Offices shall be filled by the elected Board members at the first regular Board meeting following the election.</p> <p>A Board member may elect to seek nomination at the end of a two year term but they must take a one year hiatus after the third term (6 years).</p>
09 Jan 2016	Amendments: Article VII	Deleted "Robert's Rules shall govern all proceedings." (Redundant)
09 Jan 2016	<p>By Laws:</p> <p>1. Secretary/Treasurer. It shall be the duty of the Secretary/Treasurer to keep the constitution and By-Laws of the club and have the same with him/her at the annual business meeting. He/she shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.</p>	Deleted (redundant)
09 Jan 2016	<p>2. Membership. Membership is open to licensed amateurs, who live or work in the City of Fountain Valley and adjacent communities. Membership includes all club privileges as well as rights to hold a club office and to vote for club officers. Applications for membership shall be submitted at regular meetings. All applicants will be subject to fingerprinting and a background check by the City of Fountain Valley. All members shall be registered as a disaster service worker with the State of California Office of Emergency Services.</p>	<p>11. Membership. Membership is open to licensed amateurs, who live or work in the City of Fountain Valley and adjacent communities. Full membership; defines as members who meet the requirements and expectations outlined in the organizations Operating Manual, includes all organization privileges as well as rights to hold an office and to vote for officers. Members who meet the defined requirements but; for personal reasons, cannot fulfill the expectations related to maintaining the personal training and preparedness expectations shall be categorized s Associate members. Applications for membership shall be submitted at regular meetings. All applicants will be subject to fingerprinting and a background check by the City of Fountain Valley. All members shall be registered as a disaster service worker with the State of California Office of Emergency Services.</p>
09 Jan 2016	<p>3. Meetings. Regular meetings shall be held on the first Saturday of each calendar month. The day for the regular meeting may be adjusted during those months when the weekend occurs during a declared holiday.</p>	<p>2. Meetings. Regular meetings shall be held on the first Saturday of each calendar month. The day for the regular meeting may be adjusted as needed for holidays or other situations.</p> <p>Added: Board of Directors meetings to conduct the organization's business, approve disbursement of funds and planning of activities shall be held regularly</p>