



**CONSTITUTION
AND
BY-LAWS
OF THE
FOUNTAIN VALLEY
AMATEUR COMMUNICATIONS TEAM (F.A.C.T.)**



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 Amateur Communications Team (F.A.C.T.) 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 club shall provide in its By-Laws.

Officers: Article II

Sec. 1. The officers of this club shall be President, Vice-President, Secretary-Treasurer and two board members at large.

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

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. When this occurs, nominations for the positions of President and Vice President shall be taken from the general membership at a regular meeting and an election shall be held at a regular or at a special meeting called by the incumbent President.

Duties of Officers: Article III

Sec. 1. The President shall preside at all meetings, and conduct them according to the rules adopted. 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 F.A.C.T. He/she shall enforce due

observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, 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 F.A.C.T. In addition, he/she shall organize club activities, plan and recommend training and drills for emergency preparedness, and advance club interest and activity as approved by the club. He/she shall maintain close liaison with Orange County RACES to further club participation in the Radio Amateur Civil Emergency Service.

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, 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.

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.

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

Membership Assistance: Article VI

The club, 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 club member-stations. The club 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.

Robert's Rules shall govern all proceedings.

By-Laws:

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.

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.

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. 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 club business. Special meetings may be called by the President upon the written request of any five club member. 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 arrive not less than 24 hours before the meeting.

4. 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.

5. Business Committee - The club officers shall constitute the club's business committee. Disbursement of club funds by check shall require the signature of at least two of the club's officers. Debit or credit card transactions shall be subject to club officers' approval at a regular board meeting and recorded in the meeting minutes. The treasurer's report shall be read at each general meeting.

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

Adopted at Fountain Valley, California, on this 6TH day of January, in the year 2007.

Richard J. Bruno, President

Russ Gowin, Secretary/Treasurer

Janice Jalosky, Board Member at large

Glen Langer, Vice President

Frank Jalosky, Board Member at large

Kurt Ulrich, Sgt. FVPD, Coordinator
For the City of Fountain Valley

Appendix A

RECORD OF AMENDMENTS

DATE OF AMENDMENT	PREVIOUS LANGUAGE	CHANGED TO
06 Jan 2007	(Not addressed)	(Added) 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. When this occurs, nominations for the positions of President and Vice President shall be taken from the general membership at a regular meeting and an election shall be held at a regular or at a special meeting called by the incumbent President
06 Jan 2007	4. <u>Dues</u> . The payment of regular dues shall not be a condition of membership. An annual assessment of \$ 30.00 per member household shall be assessed for the privilege of using the club's repeater phone patch. 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. 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.
06 Jan 2007	5. <u>Business Committee</u> - The club officers shall constitute the club's business committee. Disbursement of club funds shall require the signature of at least two of the club's officers.	5. <u>Business Committee</u> - The club officers shall constitute the club's business committee. Disbursement of club funds by check shall require the signature of at least two of the club's officers. Debit or credit card transactions shall be subject to club officers' approval at a regular board meeting and recorded in the meeting minutes. The treasurers report shall be read at each general meeting.