

# **CONSTITUTION**

## **of the**

### **PEND OREILLE COUNTY RADIO GROUP, INC.**

Newport, Washington

Amended 12-19-2023

#### **PREAMBLE**

We, the members of the PEND OREILLE COUNTY RADIO GROUP, INC., a non-profit organization, endeavoring to promote the art of Amateur Radio and general radio communications in Pend Oreille and surrounding Counties for individual and public use, do hereby ordain and establish this Constitution. This endeavor shall include fostering cooperation among its members; developing individual proficiency; furthering the interest of radio in the general community; and providing emergency communications when called upon by proper civil, federal, or military authority. This also includes testing for public safety, fostering national or international sports competition, and other public service. The Group is organized exclusively for charitable, educational, scientific, and public safety purposes facilitating two-way radio communications in our community and is registered with the State of Washington as a not-for-profit entity and within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States internal revenue law.

#### **Article I – TITLE**

The Organization shall be known as the Pend Oreille County Radio Group (POCRG). The Group shall be identified as such, or by such call sign(s) as may be assigned by the Federal Communications Commission.

#### **Article II – MEMBERSHIP**

All persons interested in two-way radio communications shall be eligible for membership. Membership shall be by application upon such terms as the Group shall, by its By-laws, provide.

### **Article III – OFFICERS**

Section 1: The officers of this Group shall be the President, Vice President, Secretary, Treasurer, Trustee and Past President. These officers will also constitute the Board of Directors of the Group. An additional and standing board member is the registered director of the corporation for the State of Washington if that person is not an otherwise elected officer.

Section 2: The officers of this Group shall be elected for a term of one (1) year, with the exception of the Trustee and Director, by a ballot of the majority of the voting members present. The Trustee may be replaced at the discretion of the Board. Officers will be nominated at the regular November meeting, elected at the regular December meeting, and assume the duties and responsibilities of their respective offices in January at the first regular monthly meeting of the new year. The Past President is the last previously elected President.

Section 3: Vacancies occurring between elections must be filled by special ballot at the first regular meeting following the meeting at which the withdrawal or resignation is announced. Election shall be by a ballot of the majority of the voting members present.

Section 4: Officers may be removed on a motion by a majority quorum vote of the voting membership at a regular meeting. Proposals for removal shall be submitted in writing by five (5) Full Members at a regular meeting, to be voted upon at the next regular meeting.

### **Article IV – DUTIES OF OFFICERS**

Section 1: The President shall preside at all meetings of this Group and conduct the same according to the rules adopted. The President shall enforce due observance of this Constitution and By-laws, decide all questions of order, sign all official documents that are adopted by the Group and none other, and perform all customary duties pertaining to the office of the President. The President shall also have authority to make appointments of members to specific positions, or establish committees, as necessary for the needs of the Group, other than those offices specifically enumerated. Individuals may hold more than one office.

Section 2: The Vice-President shall assume all the duties of the President during the President's absence.

Section 3: The Secretary shall keep the Constitution and By-Laws of the Pend Oreille County Radio Group and have the same for inspection at every regular meeting. The Secretary shall cause all amendments, changes, and additions to be added therein and shall permit the Constitution and By-Laws to be reviewed by any member upon request. The Secretary shall keep a record of the proceedings of all meetings, handle such correspondence as may be necessary for the business of the Group, and read communications at each meeting. The Secretary, in conjunction with the President, shall also be responsible for such reports as may be requested.

The Secretary shall also keep and maintain the Group's library material and allow those items to be checked out to Group members in good standing. The Secretary shall, at the expiration of the current term of office, turn over everything belonging to the Group to the newly elected Secretary.

Section 4: The Treasurer shall keep records of the Group's finances, membership, and equipment assets. At each monthly meeting the Treasurer shall submit a report, and upon request, an itemized statement of disbursements and receipts. The Treasurer shall accept and record applications for membership and membership renewals to the Group and shall maintain a current list of members. The Treasurer shall also be responsible for making such tax and corporate reports as may be required of the Group by state and federal laws.

Section 5: The Trustee is the Chairperson of the Repeater Advisory Committee and has ultimate responsibility for the proper operation and content of communication of the club station, or repeaters, The Trustee is a permanent position and serves at the pleasure of the group.

Section 6: The Director is a permanent advisory position and is the agent of the Group for the State of Washington.

## **ARTICLE V – STANDING COMMITTEES**

Section 1: There shall be a standing Amateur Repeater Advisory Committee, consisting of the Trustee who shall be the Chairperson of the Committee, and two (2) additional members.

Section 2: The two (2) additional members of the Repeater Advisory Committee are appointed by the President and shall serve at the pleasure of the President. Major repeater issues that require Group action shall be decided by the Repeater Advisory Committee, as a whole, and presented for consideration to the Group membership at the next regular meeting.

## **ARTICLE VI – DUES**

The Pend Oreille County Radio Group, by majority vote of those voting members present (quorum considered) at any regular meeting, may levy upon the general membership such dues and assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues shall be cause for expulsion from the Group, except where specifically exempted by a majority of the voting membership present at a regular meeting.

## ARTICLE VII – AMENDMENTS

Any proposed amendment, change, or addition to this Constitution or By-Laws must be presented in writing by a voting member at a regular meeting. Such proposed amendment, change, or addition must be published on the Web Page or by special mailing, prior to the next regular meeting. Instructions shall also be published giving instructions for voting by proxy for members unable to attend. It shall be voted on at the next regular meeting and must be approved by two-thirds (2/3) of the voting membership present, including written proxy votes or votes communicated by radio or electronic means by those regular members unable to attend.

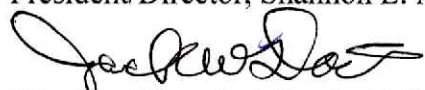
## ARTICLE VIII – DISSOLUTION

Section 1: Upon the dissolution of the organization, the Director shall, after paying or making provisions for the payment of all the liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law, as the board shall determine.

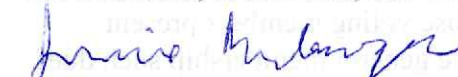
The undersigned, being the directors of the Pend Oreille County Radio Group, do hereby certify that the foregoing Constitution and By-laws were duly adopted by the required vote of the membership of said corporation at a regular meeting held on this Twentieth Day of January, 2024.



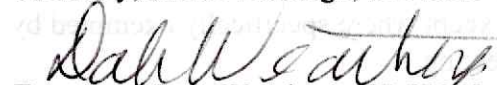
President/Director, Shannon L. Mossman, W6SPY



Vice President, Jack Davis, KJ7YMO



Secretary, Jennie Zubaugh, KE2CEI



Treasurer, Dale Weathers, KD7BMJ



Trustee, Pat Molvik, KK7KPB

# **BY-LAWS**

## **of the**

# **PEND OREILLE COUNTY RADIO GROUP, INC.**

Newport, Washington

Amended 12-19-2023

### **Section 1: MEMBERSHIP**

- a. Membership shall be open to all persons with an interest in two-way communications and who express a willingness to abide by the Group Constitution and By-laws. All applicants shall be required to pay such dues as set forth in Section 3 of the By-Laws.
- b. Full Membership shall be limited to those members holding a valid Amateur Radio License or General Mobile Radio Service (GMRS) License.
- c. Associate Membership shall be permitted to those persons having an interest in radio communication but do not hold a valid Amateur or General Mobile Radio Service license.. Upon acquiring a valid Amateur or GMRS License, an Associate will be granted full voting Membership in the Group.
- d. All full members shall each be considered voting members and entitled to one (1) vote for every motion, resolution, election or other voted action of the Group. Associate Members and Newsletter Subscribers shall not gain voting privileges, nor shall they count as members for a quorum count.

### **Section 2: MEETINGS**

- a. Regular meetings shall be held on the third Saturday of each calendar month at such place as the President shall order. The regular meeting can be scheduled for a day other than the third Saturday by a majority vote of the voting members present at a regular meeting. Any meeting may be held through remote access.
- b. Special meetings can be called by the President upon the written request of any five (5) voting members of the Group. Notices shall be sent to all the members informing them of the special meeting and the business to be transacted. Such notices shall be given to the Group members by mail, telephone, or by two-way radio, and shall be given at least 24 hours before the meeting time. Only such business as designated in the said notice shall be transacted at such special meetings.

- c. At all meetings, one-fifth (1/5) of the membership in good standing shall constitute a quorum for the transaction of regular business.
- d. Roberts Rules of Order shall govern all regular and special meetings.

### **Section 3: DUES AND SPECIAL ACCOUNTS**

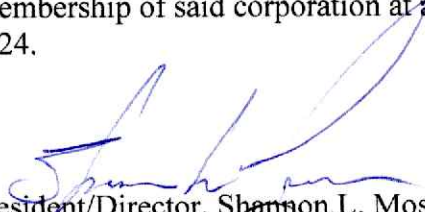
- a. The regular Group dues for membership shall be set by resolution at the last regular meeting of the calendar year. Regular dues shall be set for a single Full Membership.
- b. The regular Group dues shall be from January through December and pro-rated and payable upon admittance and annually not later than the last day of January, unless exception is made, and valid for the calendar year.
- c. All interest earnings and other revenue generated by the Group shall be deposited in the General Fund, unless specifically directed by a majority vote of the voting membership at a regular meeting or requested by the donor.
- d. Once a year, the President shall appoint a member other than an officer of the Group to review the financial records of the Group and to report back to the membership as to the correctness of said records.
- e. All dues will be current before a member will be allowed to participate in Group elections or vote on Group activities.

### **Section 4: ELECTIONS AND APPOINTED POSITIONS**

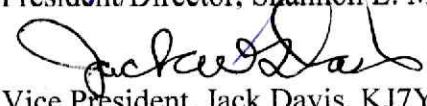
- a. The Officers of the Group shall present to the membership at the November meeting a list of nominees for office prior to the election at the December meeting, any voting member present may make additional nominations from the floor. The election of officers shall be held at the December meeting.
- b. To ensure the continued ability of the Group to respond to requests for communications assistance from public agencies, the President shall designate a member, who holds a valid Amateur Radio and General Mobile Radio Service License as Emergency Coordinator (EC). The Emergency Coordinator will be the designated liaison between public agencies and the Group in all matters relating to emergency communications. Group Officers and Standing Committee members should ensure that the Emergency Coordinator is consulted about any proposed procedures or actions that may impact emergency communications operations.

The undersigned, being the directors of the Pend Oreille County Radio Group, do hereby certify that the foregoing Constitution and By-laws were duly adopted by the required vote of the


membership of said corporation at a regular meeting held on this Twentieth Day of January, 2024.




President/Director, Shannon L. Mossman, W6SPY




Vice President, Jack Davis, KJ7YMO



Secretary, Jennie Zubaugh, KE2CEI



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