



Bella Vista Radio Club Constitution and By-Laws

Official Operating Guide

Glenn Kilpatrick – WB5L

2024

Table of Contents

Preamble:	3
Mission:	3
Article I	3
Membership	3
Article II	3
Officers	3
Article III	4
Duties of Officers	4
Article IV	6
Club Operating Committees	6
Article V	6
Meetings	6
Article VI	6
Dues	6
Article VII	7
Membership Assistance	7
Article VIII	7
Club Call sign	7
Article IX	7
ARES®	7
Article X	7
Dissolution of the Club	7
Article XI	7
Amendments	7
Article XII	8
Appendices	8
Guidelines and Repeater Operating Practices	10
Appendix 1	10
A General Guide for the Bella Vista Repeater	10
Articles of Incorporation for IRS 501c3 Organizations	11
Appendix 2	11
As allowed by Publication 557 from the IRS.	11
Social Media Policy and Community Standards	12
Appendix 3	12

Preamble:

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Bella Vista Radio Club, of Northwest Arkansas, and enact this constitution as our governing law. The Bella Vista Radio Club is herein called the BVRC or just the “Club”. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct Club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

Mission:

- ☐ To promote and educate the local community about amateur radio. This includes encouraging new and potential new operators to engage in amateur radio and help in obtaining licenses, acquiring equipment, installing antennas and setting up fixed and mobile stations.
- ☐ Assist first responders to the extent possible for local emergency and non-emergency events.
- ☐ Train and maintain the readiness of local operators for both emergency and non-emergency events.
- ☐ Educate and promote diverse activities within the amateur radio community.
- ☐ Financially support and maintain an active local amateur radio club and repeater systems for both normal and emergency usage and the benefit of the city of Bella Vista and the surrounding area.

Article I

Membership

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application and Board approval. Membership may not be denied because of race, creed, color, religion, gender, sexual orientation, political affiliation, marital status or any other reason that would be biased or prejudicial.

Article II

Officers

Section.1.Officers

The officers of the BVRC shall be President, Vice-President, Secretary, Treasurer, Trustee, Technical Officer, Public Information Officer and one Member At Large. This group of eight Club officers is the elected Executive Board of Directors, or herein called the “Board”.

Section.2.Election

Each year a nomination committee will be appointed by the Board at the October meeting to prepare the following year’s slate of officers. This slate will be presented and voted upon at the December meeting. The officers of the BVRC shall be elected by quorum rules at the December meeting. At the meeting, a majority of paid membership in attendance shall constitute a quorum for the election.

Section.3.Vacancies

Vacancies occurring between elections are to be filled by special elections at the first monthly meeting following the withdrawal or resignation.

Section.4.Eligibility

In order to hold an office an individual must be a member in good standing and hold a valid Amateur Radio license. Not had his/her Radio Amateur license revoked or sanctioned at any time.

Section.5.Resignation

Any officer may resign his/her position in writing, at which time all records and assets of the BVRC will be turned over to the President or Vice President.

Section.6.Removal of Officers

Officers may be removed from office for cause, upon written petition of six (6) or more members presented to the President or Vice President. After investigation the petition will be presented to the membership at the next monthly meeting of the BVRC and a voted on by the membership. Removal of an officer requires a majority vote by quorum rules at the meeting.

Article III

Duties of Officers

Section.1.President

The President shall preside at all meetings, and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the BVRC, and perform all other duties pertaining to the office of President. Develop and cast the vision and direction of the club. Endeavor to lead and guide the club in accomplishment of its various goals and interests.

Section.2.Vice President

The vice-president shall assume all the duties of the President in his/her absence. The Vice President will also serve as Sergeant at Arms at the business meetings. Before the meetings, he/she will make sure the meeting roster includes everyone in attendance, and all receive a ticket for any prize drawings. The vice-president shall hand out any door prizes by random drawing of the tickets. After the meeting the vice-president should present a roll-call/attendance list to the Club secretary. He/she shall maintain close liaison with the local ARRL's local ARES ®Emergency Coordinator to further Club participation in the Amateur Radio Emergency Service. ®

Section.3.Secretary

The secretary shall keep a record of the proceedings of all meetings and make them available for inspection by the BVRC membership, keep a roll of the membership, carry on all correspondence, read communications at each meeting, and notify each member of every meeting of the BVRC, except when excused by action of these Bylaws. It shall be the duty of the Secretary to keep the constitution and by-laws of the BVRC and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions on the constitution and By-Laws, and shall permit it to be consulted by members upon request. He/she shall, at the expiration of his/her term, turn over everything in his/her possession belonging to the Club to his/her successor.

Section.4.Treasurer

The treasurer shall 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. Expenses under \$300.00 can be authorized by the Board members. An expense over \$300.00 requires authorization by quorum rules at the monthly meeting. At each meeting he/she shall submit an itemized statement of disbursements and receipts. The treasurer shall report additions to the member roster to the secretary. At the end of his/her term, he/she shall turn over everything in his/her possession belonging to the Club to his/her successor.

Section.5.Trustee

The trustee will keep records and/or logs of Field Day, contesting, or Special Event Station operations – and/or appoint designated club members to help in assisting with these duties – in order to make them available to the FCC upon request. The Trustee determines who can use the Club license. It is the duty of the trustee to act in the best interests of the Club. The trustee should hold at least a General Class FCC license. The trustee must approve control operators to ensure the station is operated as the Club wishes it to be. A Club station control operator must be someone who is trusted and will follow all FCC rules at all times.

§1. Control Operator Approved by Trustee

An approved control operator for any Club station event shall keep, retain, and submit to the Trustee a log after the conclusion of said event, resulting in both parties possessing a record of that event.

Section.6.Technical Officer

The technical officer will maintain the BVRC repeater and provide proper operation according to the FCC rules and regulations, will be the chairperson of the repeater committee, will assist members by advising on actual installation and maintenance of technical tasks, help encourage amateurs in the Club to share their technical achievements with others, promote technical advances and experimentation within Amateur Radio and work closely with enthusiasts within the Club and surrounding area, and be available to give technical talks at Club meetings and assist with education. Additionally, the technical officer – and any other club member(s) they appoint – will keep an inventory of Club equipment and assets. This group will loan equipment out to the membership as required, and maintain/provide records of the Club loaned equipment and assets.

Section.7.Public Information Officer

The Public Information Officer shall stay informed of activities by BVRC and local hams and identify and publicize via News Release and other communications those that are newsworthy or carry human interest, feature story appeal. Establish and maintain a list of media contacts for the local area. Be a contact for the public and local media to assure that interested parties/editors/reporters who need information about Amateur Radio know where to find it. Generate advance publicity through the local media of scheduled Club activities of interest to the general public. Promote activities that place Amateur Radio in the public eye and follows-up on interest generated by these activities. Coordinate information with the social media committee, website manager and newsletter editor for internal promotion and communication. Provide the ARRL AR Section Manager with a monthly report of club activities by the 25th of each month. Informs the ARRL Section Manager of any issue or significant event noted which may either enhance or damage the reputation of the ARRL.

Section 8. Member At Large

The member at large shall be the immediate past president of the BVRC. The member at large shall endeavor to be the eyes and ears of the Board, reflecting the heartbeat and condition of the membership. As the members' advocate, the member at large will be a liaison with the members, fielding questions and facilitating communications between the Board and the membership. The member at large will endeavor to help guide the Board's strategic needs through continuity, insight and a balanced perspective, acting in the overall best interests of the Club.

Section 9. All Officers

To facilitate timely communication with new members and guests, all of the Board and Committee Chairpersons should provide the Membership Committee with expedited copies of all Guest/New Member Profiles received during meetings or at any time. All of the Board and Committee Chairpersons shall communicate with the Newsletter Committee, Website Committee and Social Media Committee on a regular basis to provide news and content for publishing. All of the Board and Committee Chairpersons should endeavor to promote and encourage the members whenever possible.

Article IV

Club Operating Committees

Various Club committees may be formed, each with a committee chairperson. The committee chairperson shall be elected by quorum rules at monthly meeting. The committee chairperson shall present a report to the Club at the business meetings. They may solicit support from the membership as well as outside the Club to accomplish their goals. They can hold meetings separate from the Club business meeting to organize and plan the activities related to their respective committee.

Committees listed below are examples, and the Board may think of more as the need arises.

Newsletter Committee
Hospitality Committee
HF/VHF Net Committee
Field Day Committee

Social Media Committee
License Testing/Training Committee
Emergency Communications Committee
Program Selection Committee

Article V

Meetings

The meetings are to be held monthly. Special meetings will be called by the Board when necessary, with notifications of such meeting by mail or the calling committee. At all meetings, a majority of paid membership in attendance shall constitute a quorum for the transaction of business. Robert's Rules of Order shall govern proceedings.

Article VI

Dues

The BVRC, by quorum rules at any monthly meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Dues will be assessed annually and payable January 1st each year. The dollar amount will be set at the end of the previous year at the meeting of the membership. New members joining after July 1st will have dues paid credited to the following year, and dues for the current year will be free. Dues will be assessed on a family basis, which allows one vote. Dues three months in arrears will result in a temporary loss of membership and voting privileges.

Article VII

Membership Assistance

The BVRC, through designated intervention, public relations, and operating committees will provide consultation, education, and technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation from Club member-stations. The Club shall also maintain a program to foster and guide public relations.

Article VIII

Club Call sign

The BVRC may elect to apply for a club call sign as provided by FCC rules Part 97. The President shall assign trusteeship of the Club call sign. This trustee should normally be the Club repeater trustee. The trustee shall: Be a member of the BVRC in good standing Meet FCC requirements. Not had his/her Radio Amateur license revoked or sanctioned at any time.

Article IX

ARES®

ARES® is a program of the American Radio Relay League. The Club will abide by the Rules and Regulations of the ARRL's Field Organization as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL publications.

Article X

Dissolution of the Club

Section.1.Termination of Operations

In the event that the Executive Board of Directors votes that BVRC should be dissolved, the motion for dissolution must receive more than two-thirds vote of the total membership to pass.

Section.2.Disposition of Assets

The Board of Directors shall handle the disbursement of all assets of the BVRC. No member or group of members shall receive benefit from the assets. The membership shall determine the disposal of all remaining assets. All personal property on loan from members shall be returned.

Article XI

Amendments

This constitution or By-Laws may be amended by a two-thirds vote of the total membership. Proposals for amendments shall be submitted to the full membership in writing at least one week prior to any action by the membership, provided all members have been noticed by mail of the intent to amend the constitution and/or By-Laws.

Article XII

Appendices

Appendice.1.Guidelines and Repeater Operating Practices

The trustee guidelines and repeater operating practices are considered to be appendices to this Constitution and By-laws.

Appendice.2.Articles of Incorporation for 501c3 non-profit status

The 501c3 Articles of Incorporation are considered to be appendices to this Constitution and By-Laws.

Appendice.3.Social Media Policy and Community Standards

The Social Media Policies and Community Standards are considered to be appendices to this Constitution and By-Laws.

Guidelines and Repeater Operating Practices

Appendix 1

A General Guide for the Bella Vista Repeater

As a general rule, use the same common courtesy when in conversation with someone face to face and if children were present. It's much the same on a repeater with a few caveats.

When accessing the repeater (after ensuring you have set the proper frequencies and PL/CTCSS tone), LISTEN for a few seconds, and then LISTEN again to ensure the repeater is not already in use. "Ker-chunking" or dead keying the repeater is poor operating practice and is discouraged, as it adds unnecessary wear of repeater components.

If the repeater is not in use and you just want to announce your availability for a conversation, then say "(Your call sign)", "listening". If others are listening and want to engage you in a QSO, they will respond with their call sign and possibly a greeting. If you want to call a specific station say their call sign followed by your call sign.

I.E.: "WB5L from K1TGY"

Wait a minute, and if there is no response, then repeat the call you just made. If no there is no response and you want to let others know you're available, then say "(your call)" and "listening" or "monitoring". If you don't want to remain on the repeater, then say "(your call)" and "clear" off the repeater.

When in conversation and you have completed your thought, release the microphone and the repeater will give a courtesy tone. This is an indicator for the other party to continue in their part of the conversation **after** waiting a second or two in case there is someone with emergency traffic or someone wanting to make a quick call for another station. If the repeater is busy, you and your party should move to a simplex frequency if it's possible for you to communicate reliably. This will free the repeater for others to use.

Another reason to pause for a second or two between exchanges is if someone has emergency traffic. A person that needs to report an emergency should be able to use that second or two to say "**Emergency**" or "**Emergency Traffic**" and wait for a response. The use of the word "Break" is not recommended as not all would understand why you are trying to get a response from someone on the repeater. Emergency traffic on the repeater should normally be handled by the first to respond and be supported (making phone calls, etc.) by any others that may be on frequency.

If there are any questions concerning repeater protocol, feel free to contact the trustee or consult the ARRL website for answers.

Articles of Incorporation for IRS 501c3 Organizations

Appendix 2

As allowed by Publication 557 from the IRS.

Articles of Incorporation of the undersigned, a majority of whom are citizens of the United States, desiring to form a small Non-Profit Corporation under the Non-Profit Corporation Law of, and adhering to the gross receipts tests as defined on page 23 of IRS Publication 557, do hereby certify:

First: The name of the Corporation shall be Bella Vista Radio Club.

Second: The place in this state where the principal office of the Corporation is to be located is the City of Bella Vista, Benton County.

Third: Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Fourth: The names and addresses of the persons who are the initial trustees of the corporation are as follows: Marc Whittlesey, 1 Radcliffe Dr. Bella Vista, AR. 72714.

Fifth: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Sixth: Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this 3rd day of January, 2019.

Social Media Policy and Community Standards

Appendix 3

Our Policies and Community Standards apply to everyone, all around the world, and to all types of content.

This document is an addition to the already published [Facebook Community Standards](#) and the [YouTube Policies](#).

The Bella Vista Radio Club is an Amateur Radio Club, and the Bella Vista Radio Club is an Amateur Radio Relay League (ARRL) Affiliated club.

We will moderate the content on the following Internet platforms:

- ☐ Bella Vista Radio Club Facebook page: <https://www.facebook.com/groups/1655987351282473/>
- ☐ Bella Vista Radio Club YouTube page: <https://www.youtube.com/BellaVistaRadioClub>
- ☐ Bella Vista Radio Club Website: <https://www.bellavistaradioclub.org>

The Bella Vista Radio Club reserves the right to remove any content that does not meet the following guidelines:

- 1) The YouTube page will only consist of content that is specifically related to the Bella Vista Radio Club or its members, Amateur Radio, or the ARRL. Anything else will be directly removed.
- 2) The Club Website will only consist of content that is specifically related to the Bella Vista Radio Club or its members, Amateur Radio, or the ARRL. Anything else will be directly removed.
- 3) The Club Facebook policy realizes the opportunity to promote Amateur Radio to the general public. The Facebook page will allow content that may not be specifically related to the Bell Vista Radio Club, its members, Amateur Radio, or the ARRL. Discussing politics, religion, or other controversial topics is considered inappropriate within the Amateur Radio community and should be avoided.
- 4) Any and/or All content which is contentious or divisive is NOT allowed and will be directly removed:
 - a) Religion.
 - b) Politics.
 - c) Business (you can talk about your profession, but you cannot advertise for your business).
 - d) Derogatory remarks directed at any group (ethnic, religious, racial, sexual etc.).
 - e) Bathroom humor: Keep jokes and/or satirical content family oriented, as if your children are present.
 - f) Any content that has no relation whatsoever with the radio hobby, and may do well elsewhere.
 - g) Any content that mocks or criticizes the Bella Vista Radio Club or its members, Amateur Radio, or the ARRL.
- 5) Any and/or All content that might be considered ambiguous relative to the rules (i.e.: could be argued either way) would be voted on by the Board of Directors as to its disposition. The Bella Vista Radio Club provides an email address: info@bellavistaradio.org in order to allow comments or objections to this Policy and Community Standards Appendix. The club email address will forward to the club Board of Directors.

We want to promote the long standing tradition of integrity and respect that has been the hallmark of the Amateur Radio Spirit the past century or so. We expect that people will respect the dignity of others and not harass or degrade others.

Jan Hagan, WB5JAN _____.
President

Joe Hott, W5AEN _____.
Vice President

Dana Hill, W5DGH _____.
Secretary

Marc Whittelsey, WØKYX _____.
Treasurer

Roger Dickey, KJ4QIS _____.
Club Station Trustee

Tem Moore, N5KWL _____.
Technical Officer

Tom Northfell, W5XNA _____.
Public Information Officer

Tom Northfell, W5XNA _____.
Member at large