

# **COLORADO COUNCIL OF AMATEUR RADIO CLUBS**

## **BYLAWS**

In accordance with a resolution duly adopted by the delegates of the member organizations of the Colorado Council of Amateur Radio Clubs (CCARC) at a regularly held meeting on April 19, 2025, the following were unanimously adopted as the Bylaws of CCARC.

### **ARTICLE I. NAME**

SECTION 1. *Name*. The name of the organization shall be the Colorado Council of Amateur Radio Clubs.

### **ARTICLE II. PURPOSE**

SECTION 1. *Purpose*. The Colorado Council of Amateur Radio Clubs has been organized to operate exclusively for charitable purposes, including but not limited to:

- (A) Providing Amateur Radio coordination services for repeaters and auxiliary services within the state boundaries of Colorado.
- (B) Increasing the effectiveness of Amateur Radio organizations serving the people of the State of Colorado by providing a forum:
  - (1) where they can make their needs known and voices heard.
  - (2) where they can take joint action on problems of mutual concern.
  - (3) where they can share resources.
- (C) Sharing information with the administrative and legislative branches of state, county, and local government on the role of amateur radio organizations.
- (D) Education of the general public on services and needs of Amateur Radio organizations.
- (E) Providing services to assist Amateur Radio organizations in carrying out their missions.

### **ARTICLE III. LOCATION**

SECTION 1. *Location.* The principal office of the Colorado Council of Amateur Radio Clubs, at which the general business of the Council will be transacted and where the records of the Council will be kept, will be at such a place in the State of Colorado as may be established from time to time by the Executive Committee.

### **ARTICLE IV. MEMBERS**

SECTION 1. *Eligibility for Membership:* The Council shall be comprised of Amateur Radio Clubs, organizations and individuals based in the State of Colorado and shall be qualified for membership in the Council when the following requirements are met:

- (A) The Club or Organization must have a document(s) of organization that are published in the public domain.
- (B) The Club or Organization must have officers as defined in their document(s) of organization.
- (C) The Club or Organization must conduct regular meetings, record and distribute minutes to their membership and when applicable to the general public.
- (D) Individual repeater owners and clubs who maintain a minimum of one (1) valid, active, on-air repeater coordination may qualify as General Members. An active, verified on-air repeater (regardless of the open or closed status of the repeater) is defined as a repeater that can be shown to be accessible and can be used by the Frequency Coordinator or by members of the duly appointed Frequency Coordination Committee (See Article VIII Section 5.)

SECTION 2. *Categories of Membership.* There shall be four (4) categories of club, organization, and individual membership in the Colorado Council of Amateur Radio Clubs as follows:

- (A) Large Club - Any amateur radio club that serves a distinct segment of the Amateur Radio Community or has valid CCARC repeater coordinations is eligible for a club membership. This level requires at least 150 verified members and/or 20 or more valid, active, on-air repeater coordinations in the state, shown in the CCARC database with the club listed as the "Holder of Record".
- (B) Medium Club - Any amateur radio club that serves a distinct segment of the Amateur Radio Community or has valid CCARC repeater coordinations is eligible for

a club membership. This level requires at least 50 verified members and/or at least 5 valid, active, on-air repeater coordinations in the state, shown in the CCARC database with the club listed as the "Holder of Record".

(C) Small Club - Any amateur radio club that serves a distinct segment of the Amateur Radio Community or has valid CCARC repeater coordination(s) is eligible for a club membership. This level requires at least 10 verified members and/or at least 1 valid, active, on-air repeater coordination in the state, shown in the CCARC database with the club listed as the "Holder of Record".

(D) General Members - Individual repeater owners who maintain a minimum of one (1) valid, active, on-air repeater coordination or clubs with no valid CCARC repeater coordination and two (2) to nine (9) verified members.

SECTION 3. *Voting.* Each amateur radio organization will be given a voting position on the Council based on the level of membership listed in Section 2 above.

(A) Large Club shall have one (1) delegate with four (4) unified votes on council business.

(B) Medium Club shall have one (1) delegate with three (3) unified votes on council business.

(C) Small Club shall have one (1) delegate with two (2) unified votes on council business.

(D) General Members shall have one (1) delegate with one (1) vote on council business.

(E) The current Rocky Mountain Division Director and the Colorado Section Manager of the ARRL, the national association for Amateur Radio, are ex-officio members of the Council and considered General Members for voting purposes. None of these ex-officio members may simultaneously vote as general members or delegates of member clubs or organizations.

(F) All votes of the organization shall be conducted in accordance with the method allowed under Colorado law. The presiding Officer shall abstain unless required to break a tie. Electronic voting means may be utilized at any time.

SECTION 4. *Dues.* Annual Council membership dues shall be determined by the Executive Committee and published at our web portal. Annual dues are due January 1 of each year and payment of all dues will be handled electronically via our web portal. To remain in good standing, dues shall be paid no later than the regular spring meeting of the Council. Annual dues not received by the regular spring meeting shall be considered delinquent and that member organization will no longer be in good standing. Failure to cure the delinquency

prior to the regular fall meeting will result in the member organization's membership being terminated and removed from the roster.

SECTION 5. *Procedure for Council Membership.* An individual, club or organization shall become a member of the Colorado Council of Amateur Radio Clubs when it has met all the criteria and, if requested, supplied the Executive Committee any additional information concerning its compliance with Sections 1 through 5 of this Article:

- (A) meets the eligibility criteria in Article IV Section 1 Eligibility for Membership and Article IV Section 2 Categories of Membership; and
- (B) agrees to work for the purposes of the Colorado Council of Amateur Radio Clubs and to operate within these bylaws; and
- (C) follows the online membership application procedures; and
- (D) is accepted by a majority vote of the delegates present at the next scheduled Council meeting; and
- (E) pays its annual dues.

SECTION 6. *Observation of Autonomy.* The Colorado Council of Amateur Radio Clubs and its members shall scrupulously observe the autonomy of each and every other member of the Council.

## **ARTICLE V. DELEGATES and Alternates**

SECTION 1. *Designation of Delegates and Alternates.* Each member organization shall be represented by its delegate (as listed in Article IV Section 3) who shall be the chairman of the organization (or its equivalent) or individuals officially appointed by the member organization. If neither, the organization's Delegate or Alternate, are available the member organization shall appoint an Alternate to represent the organization in the absence of the appointed Delegate. If the organization's Delegate or Alternate are not available to attend the meeting, a representative may present a written proxy approved by the chairman of the organization (or its equivalent) or the non-attending delegate or alternate.

SECTION 2. No delegate shall be entitled to represent more than one member organization at any time for voting purposes.

## **ARTICLE VI. MEETING OF MEMBERS**

SECTION 1. *Regular Business Meetings.* There will be two (2) regular business meetings of the member organizations per year. One will be held in the Spring and one will be held in the Fall at a location and on a date set by the Chairman of the CCARC. An advance notice of at least 21 days shall be given to the Council prior to the regular business meetings. All meetings shall be conducted with Robert's Rules of Order, 12<sup>th</sup> Edition, unless otherwise specified herein.

SECTION 2. *Order of Business.* At the meeting of the Council members,

(A) Secretary's Report – Reading and approval of the minutes of the previous meeting.

(B) Treasurer's Report – A financial report for the past half year shall be presented to the Council.

(C) Frequency Coordinator's Report – Report on the status of new and re-coordination requests and other coordination matters.

(D) Old and New Business.

(E) ARRL Section Manager's Report – ARRL activities and information of interest to the group.

SECTION 3. *Special Meetings.* Special meetings of the Council may be called by the Executive Committee or upon written request of at least one-third (1/3) of the members of the Council, who shall have stated in writing to the Executive Committee the purpose of such a meeting. The location, date, and time shall be set by the Chairman of the CCARC. The purpose, location, date and time of the special meeting shall be made known to the Council no less than 10 days prior to the date of the special meeting.

SECTION 4. *Voting.* At all meetings of the Council, voting shall be by the member organization's delegates, alternates or proxies as stated in Article V Section 1. All motions only need a simple majority to pass except where otherwise noted in this document.

SECTION 5. *Open to the Public.* All meetings of the Council are open to the public.

SECTION 6. *Quorum.* At meetings of the Council, the recognized member organizations' delegates present in person, electronically, or by proxy shall constitute a quorum for the transaction of business.

SECTION 7. *Host Reimbursement.* Council Members hosting a regularly scheduled meeting may be reimbursed by an amount set by the Executive Committee.

## **ARTICLE VII. OFFICERS**

SECTION 1. *Officers.* The officers of the Colorado Council of Amateur Radio Clubs are Chairman, Vice Chairman, Secretary, Treasurer and Frequency Coordinator. These officers comprise the Executive Committee of the Colorado Council of Amateur Radio Clubs.

SECTION 2. *Compensation.* No compensation will be paid to any Officer for their service as an officer of the Colorado Council of Amateur Radio Clubs.

SECTION 3. *Term of Office.* The term of each elected officer of the CCARC will be two (2) years.

SECTION 4. *Nominations.* Nominations are solicited by the Nomination Committee (Article X Section 1) and submitted to the Executive Committee who shall consider the recommendations and shall notify the Council of its nominations at least 21 days prior to the Spring regular meeting. Additional nominations may be made by any Council member who submits their nomination(s) in writing to the Chairman before the Spring meeting. Nominations may also be taken from the floor at the election meeting.

SECTION 5. *Election of Officers.* Election of officers shall be held in accordance with *Article VII Sections 1 through 4*. Elections for a new term will occur as an item of business at the Colorado Council of Amateur Radio Club's Spring meeting. Officers will be elected from those nominated (see Article VII Section 4) by a majority vote, and those officers shall assume their positions starting at the next official meeting. Officer elections are held at the Spring meeting and alternate as follows:

Chairman, Elected on even years

Vice Chair, Elected on odd years

Secretary, Elected on even years

Treasurer, Elected on odd years

Frequency Coordinator, Elected on even years

SECTION 6. *Removal of Officers.* Any Officer may be removed by an affirmative vote of one half (1/2) of the Council delegates present at any official meeting. At least 10 days notice of the proposed removal will be given to the involved Officer, who will be given an opportunity to be present and to be heard at the meeting at which the removal is considered.

SECTION 7. *Vacancies*. Vacancies can occur in three (3) ways:

- (A) A vacancy occurs upon the acceptance by the remaining officers on the Executive Committee of a letter of resignation from an Officer.
- (B) By the removal of an officer under Article VII SECTION 6
- (C) Absence of an Officer from two (2) consecutive meetings of the Executive Committee without a valid reason in the judgment of the Executive Committee shall be considered a resignation constituting a vacancy.

SECTION 8. *Filling Vacancies*. In the event of the vacancy of the Chairman, the Vice-Chairman shall automatically fill the office of Chairman for the remainder of the vacated term and the Vice Chairman position will remain vacant until the next regular meeting. In the event of a vacancy of the office of Secretary, Treasurer or Frequency Coordinator, the Executive Committee may appoint persons to serve in that position until the next regular meeting of the Council to fill any open position or unexpired term. If the Council ratifies the Executive Committee's appointment by electing that member to fill the vacancy at the next regular meeting of the Council, then following the election that officer would be serving his/her first "elected" position and would thereafter be subject to ~~Section 3 of this Article VII~~ subject to Sections 3 and 5 (pertaining to election years) of this Article VII.

SECTION 9. *Ex-officio members*.

- (A) The Chairman of the Colorado Council of Amateur Radio Clubs shall be a non-voting Council member at all meetings of the Colorado Council of Amateur Radio Clubs unless their vote, or the vote of the Vice Chairman if presiding, is required to break a tie.
- (B) All other Colorado Council of Amateur Radio Clubs officers shall be non-voting Council members at all meetings of the Colorado Council of Amateur Radio Clubs unless they are the only delegate present from their member organization.

## **ARTICLE VIII. OFFICERS' DUTIES**

SECTION 1. *Chairman*: The Chairman shall:

- (A) Carry out the policies and program of the Colorado Council of Amateur Radio Clubs

(B) Preside at all Regular and Special meetings.

(C) Appoint all Committee Chairmen. (See Article X. Other Committees)

SECTION 2. *Vice-Chairman*. The Vice-Chairman shall:

(A) Assume duties of the Chairman in his/her absence.

(B) Assist the Chairman in carrying out special projects authorized by the Council.

SECTION 3. *Secretary*. The Secretary shall:

(A) Record and maintain accurate minutes of all Council and Executive Committee meetings.

(B) Provide a written copy of minutes of regular Council to the Chairman no later than 30 days following the previously scheduled meeting of the Council.

(C) Provide a copy of the minutes for posting to the CCARC website.

SECTION 4. *Treasurer*. The Treasurer shall:

(A) Maintain accurate financial records.

(B) Pay all outstanding debts as authorized by the Council.

(C) Solicit and collect annual Council dues.

(D) Maintain a roster of the members of Colorado Council of Amateur Radio Clubs and their current delegates prior to all regular and special meetings.

(E) Provide a financial report at each regularly scheduled CCARC meeting.

SECTION 5. *Frequency Coordinator*. The Frequency Coordinator shall:

(A) Appoint a Frequency Coordination Committee as needed to assist with all coordination duties.

(B) Accept and process applications for frequency coordination.

(C) Maintain an accurate frequency coordination database.

(D) Provide a report at each regularly scheduled CCARC meeting.

## **ARTICLE IX. THE EXECUTIVE COMMITTEE**



SECTION 1. *Governance of the Colorado Council of Amateur Radio Clubs.* Governance and day to day operations of the Colorado Council of Amateur Radio Clubs shall be vested in the Executive Committee which shall be comprised of the officers of the Council of Amateur Radio Clubs.

SECTION 2. *Meetings.* Executive Committee shall convene in person or electronically whenever a matter of governance needs attention between regular meetings. Any officer may initiate a session when they feel a matter is of such urgency that it cannot wait for the next regular meeting of the Council. All members of the Executive Committee shall be contacted and informed of the reason for such meeting and given a reasonable time and means to respond to such a meeting. Any actions taken by the Executive Committee shall be reported to the Council at the next regular meeting of the Council.

SECTION 3. *Executive Committee Expenditures.* By resolution of the Executive Committee, expenses up to \$250.00 are allowed for items directly pertaining to the organization's business without Council approval. Such expenditures shall be reported by the Treasurer at the next regular meeting.

## **ARTICLE X. OTHER COMMITTEES**

SECTION 1. *Nominating Committee.* The Chairman shall appoint a Nominating Committee of not less than two (2) delegate members. The Nominating Committee shall submit in writing to the Executive Committee its recommendations for nomination of persons as officers no later than 30 days prior to the Spring regular meeting.

SECTION 2. *Other Committees.* The Council may authorize the establishment of other committees or advisory committees from time to time and assign duties to them.

(A) *Standing Committees.* By one or more resolutions, the Council may establish one or more standing committees. The normal role of a standing committee is to consider matters of concern to the Council and to make recommendations thereon to the Council. The CCARC Chairman shall appoint the Chair of any such committee on an annual basis. A standing committee shall exist until disbanded by resolution of the Council. Unless the Council, by resolution, delegates specific authority to a standing committee to act on behalf of the Council; standing committees shall not have any authority to bind the Council or exercise any power or authority reserved to the Council by law, the Articles of Incorporation, or this document.

## **ARTICLE XI. NONDISCRIMINATION**

SECTION 1. *Nondiscrimination Policy.* The Colorado Council of Amateur Radio Clubs is committed to a policy of fair representation on the Executive Committee and will not discriminate on the basis of race, disability, sex, color, religion, sexual orientation, geography, national origin, or age. While representatives of Council member organizations will not be excluded from serving on the organization's committee, there will be no minimum number of representatives specified from this group.

## **ARTICLE XII. AMENDMENTS**

SECTION 1. *Amendments.* The Members of the Council, through their voting Delegates, shall have the power to make, amend or delete any of the Articles of these Bylaws as they shall deem proper for the management of the affairs of the CCARC. Said motions shall not be voted on until the next regular meeting of the CCARC. Amendments to this document require a two thirds (2/3) majority of the membership present to be approved.