

Delta Township Auxiliary Communications Service (D.T.A.C.S.)
c/o Delta Township Fire Department
Attn: Chief Radio Officer
811 North Canal Road
Lansing MI 48917
517/321-6622, Ext. 418

Township of Delta, County of Eaton, State of Michigan

Auxiliary Communications Service

and

Radio Amateur Civil Emergency Service (R.A.C.E.S.)

B Y L A W S

January 5, 2004

Preamble:

On the above date, we, the undersigned enact this constitution as our governing law. In order to provide communications during emergency conditions, we will endeavor to prepare ourselves for such emergencies by a continual training program. Additionally, we will maintain our radio equipment and other response items in excellent condition in order to provide essential radio communication support as assigned by and for the Township of Delta, County of Eaton, State of Michigan, during periods of disasters or other emergencies. Such emergencies may include but not be limited to a major failure or overload of the existing communications systems and may also include providing communications support during civic activities such as parades and festivals.

ARTICLE 1. GENERAL

Section 1.1 Name. The name of the organization will be Delta Township Auxiliary Communications Service (D.T.A.C.S) and will encompass the Radio Amateur Civil Emergency Service" (R.A.C.E.S.) when activated Delta Township.

Section 1.2 Purpose. The purpose of this organization will be to secure for its members who want to help the community during emergency conditions and work in conjunction with any recognized Amateur Radio Emergency Service (A.R.E.S.) organization/members the pleasures and benefits of an association of persons commonly interested in Amateur Radio communications. All D.T.A.C.S. members will be designated as R.A.C.E.S. and A.R.E.S. members, pursuant to applicable R.A.C.E.S. and A.R.E.S. rules. D.T.A.C.S. will also be committed to work in harmony with similar emergency communications organizations such as Radio Emergency Associated Communications Teams (R.E.A.C.T.), The American Red Cross and The Salvation Army Team Emergency Radio Network (S.A.T.E.R.N.) to further communications assistance in times of emergency or disaster.

Section 1.4 Headings. Article and Section headings will not be interpreted to either limit or expand the scope of the respective Article or Section.

ARTICLE 2. MEMBERS

The membership of the Delta Township Auxiliary Communications Service will be composed of persons of good character who reside or work in Delta Township and adjacent communities, and who are licensed in the Amateur Radio Service. There will be at least one class of member, the "voting member," who will be eligible to vote at D.T.A.C.S. membership meetings. The Executive Board may establish or eliminate additional classes of membership. The Executive Board will determine the requirements, rights and privileges of members. The Executive Board will also determine the procedures for termination and resignation of members.

ARTICLE 3. EXECUTIVE BOARD, OFFICERS AND BOARD MEMBERS

Section 3.1 Executive Board. The Executive Board will consist of Chief Radio Officer, two Assistant Radio Officers, two Board Members, Station/Repeater Trustee (in the event station or repeater equipment is assigned or owned by D.T.A.C.S.), Secretary and Treasurer (elected or appointed at such time that the D.T.A.C.S. accepts, collects or expends its own monetary funds). In the event an individual holds more than one position on the Executive Board, that individual will only have one vote on the Executive Board. The Executive Board will hold regular meetings on a day it will determine. A quorum for an Executive Board meeting will consist of four Executive Board members.

Section 3.2 Chief Radio Officer (CRO). The Chief Radio Officer, as duly

appointed by the proper Emergency Services and Disaster Agency authority(ies) of Delta Township, Michigan, may act in the capacities specified by the applicable regulations of the Federal Communications Commission. The executive direction of D.T.A.C.S. will be vested in the duly constituted Chief Radio Officer, and will include, but not be limited to, the management of D.T.A.C.S. activities, emergency call-outs, conduct of regular and special membership and business meetings, signing of checks as applicable and the overseeing of drills.

Any inability or refusal of the Chief Radio Officer to perform his or her duties, and/or malfeasance of office on the part of the Chief Radio Officer, may be noted in a written complaint by any voting member and submitted via any Board Member to the proper Emergency Services and Disaster Agency official(s). That or those) Emergency Services and Disaster Agency official(s) will determine a course of action. The elected membership of the Executive Board will have the power to accede to or reject any written complaint at their discretion, giving the complainant its reason(s) for any rejection.

Section 3.3 Assistant Radio Officers (ARO). The CRO of the duly elected Executive Board will appoint at least two Assistant Radio Officers, and may also appoint additional Assistant Radio Officers. Typical positions will be ARO for Operations and ARO for Training. The Executive Board will determine their terms. Assistant Radio Officers must be voting members. The Chief Radio Officer will establish the sequence of authority of the Assistant Radio Officers, and will assign their duties. In the event of the absence of the Chief Radio Officer, or the Chief Radio Officer's refusal or inability to perform his or her duties, the Assistant Radio Officers, in sequence of their authority, will have all the rights, duties and responsibilities of the Chief Radio Officer during the period of absence, refusal or inability of the Chief Radio Officer.

Section 3.4 Board Members. The elective component of the Executive Board will consist of up to three voting members, elected by the membership. The terms of office will be overlapping, and for three years each. Board Members will not hold the positions of Radio Officer, Assistant Radio Officer, Secretary or Treasurer during their term as Board Member.

Section 3.5 Secretary. A Secretary will be a voting member elected by the membership for a one-year term. The same person may hold the positions of Secretary and Treasurer. The Secretary may not hold the positions of Chief Radio Officer, Assistant Radio Officer, or Board Member during his or her term as Secretary. The duties of the Secretary will include, but not be

limited to:

1. Keeping complete minutes of all regularly scheduled meetings and for any special or emergency meetings;
2. Keeping the rough logs of drills in a secure place and in accordance with existing FCC regulations;
3. Entering the minutes of all meetings in typewritten form in the established format;
4. Having authority to certify the Bylaws, resolutions of the members, Executive Board and its committees, and other D.T.A.C.S. documents as true and correct copies thereof;
5. Keeping a register of the mailing address of each member which will be furnished to the Secretary by the member;
6. Publishing a membership roster as is effective on *1 February and 1 July each calendar year*;
7. Seeing that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
8. Informing the voting membership in writing or in person of approaching expiration of his or her amateur license at least 3 months in advance of the expiration date.
9. Keeping a duplicate record of all D.T.A.C.S.-controlled equipment issued to voting members;
10. Performing all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chief Radio Officer or Executive Board.

Section 3.6 Treasurer. The Executive Board will appoint a Treasurer in the event the D.T.A.C.S. accepts and/or expends monies, until an individual is duly elected as required by the bylaws of the D.T.A.C.S. The Treasurer will be a voting member and the principal accounting and financial officer of

D.T.A.C.S. A Treasurer will be elected by the membership for a one-year term. The Treasurer may not hold the positions of Chief Radio Officer, Assistant Radio Officer, or Board Member during his or her term as Treasurer. The same person may hold the positions of Secretary and Treasurer. The duties of the Treasurer will include, but not be limited to:

1. Having charge of and being responsible for the maintenance of adequate books of account for D.T.A.C.S.
2. Having charge and custody of all funds and securities of D.T.A.C.S., and be responsible for those funds and securities and for their receipt and disbursement;
3. Receiving and depositing any funds received by the D.T.A.C.S. in a bank insured by the Federal Deposit Insurance Corporation (F.D.I.C) agreed on by the Executive Board
4. Issuing any vouchers or checks to be drawn on that account for the signature of the Treasurer. The Executive Board may designate that an additional member of the Executive Board countersign some or all checks
5. Maintaining the books and accounts in such a manner as to be ready for audit at any time by the Executive Board or voting membership;
6. Preparing a written financial statement for presentation to the voting membership at its Annual Meeting
7. Performing all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the Chief Radio Officer or Executive Board.

Section 3.7 Assistant Secretaries and Assistant Treasurers. The positions of Assistant Secretary and Assistant Treasurer may be created and appointed by the Executive Board at any time, who will determine the term, powers, duties and responsibilities of any Assistant Secretary or Assistant Treasurer; but those terms, powers, duties and responsibilities will not exceed those of the Secretary or Treasurer.

Section 3.8 Station and Equipment Trustee. The Executive Board will appoint the Station and Equipment Trustee, who will have a valid Amateur Radio License for the frequencies being used by the repeater. The Equipment Trustee will be the Chairperson of the Technical Board. The Executive Board will determine the term of the Station and Equipment Trustee.

Section 3.9 Election and Term of Office. The officers of D.T.A.C.S. will be elected at the Annual Meeting. If the election of officers is not held at that meeting, the election will be held as soon after as conveniently may be. Each officer will hold office until the officer's successor will have been duly elected and will have qualified or until the officer's death or until he or she will resign, terminate membership in D.T.A.C.S., or will have been removed as provided in this Article.

Vacancies for the position of Assistant Radio Officer, Assistant Secretary, Assistant Treasurer and Station and Equipment Trustee may be filled at any Executive Board meeting.

Vacancies for the position of Board Member, Secretary and Treasurer will be filled as soon as practical by a regular nomination from the floor at any membership meeting. The nomination will be subject to a normal majority vote. The election will be for the remainder of the term of office.

Section 3.10 Removal. Any officer elected or appointed by the Executive Board may be removed by the Executive Board, whenever in its judgment the best interests of D.T.A.C.S. would be served thereby; but, such removal will be without prejudice to the contract rights, if any, of the person so removed.

Board Members will only be removed by action of the voting members. Notice of not less than 20 days nor more than 60 days must be given to all voting members. That notice must state the time, place and purpose of the meeting, and must name the Board Member subject to removal. A two-thirds majority of all voting members is required to remove a Board Member.

ARTICLE 4. MEETINGS.

Section 4.1 Annual Meeting. The Annual Meeting of the Delta Township Auxiliary Communications Service, will be held on the ***first Monday of January, provided it is not the first day of January, in which event the Annual Meeting will be held on the second Monday of January.*** At this

meeting the following matters of business and reports will be transacted and made:

1. Report by the Chief Radio Officer;
2. Report of the Executive Board Chairperson reviewing the year's activities, membership totals, and any other reports prescribed by the Bylaws;
3. Report of the Treasurer and an audit of the Treasurer's books by 3 voting members, who have not served in any official elected capacity during the previous year;
4. Report of the Secretary;
5. Normal monthly business as necessary;
6. Election of officers and Board Member(s).

Section 4.2 Regular Meetings. Regular membership meetings will be conducted at regular intervals, normally on the first Monday of each calendar month. The Executive Board may determine a different day for the holding of membership meetings.

Section 4.3 Special Meetings. Special membership meetings may be called either by the Chief Radio Officer, by the Executive Board or by not less than one-fifth of all voting members. Written notice stating the place, date, hour and the purpose or purposes for which the meeting is called, will be delivered not less than 10 nor more than 60 days before the date of the meeting

Section 4.4 Place of Meeting. The Executive Board may designate any place as the place of meeting for any meeting.

Section 4.5 Quorum. One-fifth of the voting members, represented in person or by proxy, will constitute a quorum at any membership meeting. If a quorum is present, the affirmative vote of the majority of the voting members represented at the meeting will be the act of the membership, unless the vote of a greater number is required the Articles of Incorporation or these Bylaws.

Section 4.6 Proxies. In the event the D.T.A.C.S. becomes incorporated under the laws of the State of Michigan, each voting member may authorize another person or persons to act for him or her by proxy in all matters in

which a voting member is entitled to participate. This will be true whether for the purposes of determining his or her presence at a meeting, or whether by waiving notice of any meeting, voting or participating at a meeting, or expressing consent or dissent without a meeting, or otherwise. Every proxy will be executed in writing by the voting member and filed with the Secretary. No proxy will be valid after 11 months from the date of its execution, unless otherwise provided in the proxy.

Section 4.7 Inspectors. Subject to Section 4.6, at any membership meeting, the presiding officer may, or on the request of any voting member, will appoint one or more persons as inspectors for such meeting.

Such inspectors will ascertain and report in writing the number of voting members represented at the meeting, based on their determination of the validity and effect of proxies; count all votes and report the results; and do such other acts as are proper to conduct the election and voting with impartiality and fairness to all the voting members.

Section 4.8 Informal Action of Members. Any action required to be taken or any other action that may be taken at a membership meeting, may be taken without a meeting. However, if such action is to be taken, 5 days written prior notice must be given with respect to the subject matter to all voting members by those members who do not have the minimum number of votes necessary to pass the action if all members were present. Or, written notice must be given to all voting members and consent received for the action.

Prompt notice of the taking of the action without a meeting by less than unanimous written consent will be given in writing to those voting members who have not consented in writing.

Section 4.9 Voting by Ballot. Voting on any question or in any election may be by voice unless the presiding officer will order or any voting member will demand that voting be by ballot.

Section 4.10 Presiding Officer. The following ranking of duly constituted Officers will have precedence in presiding over business meetings: (1) Chief Radio Officer, (2) Assistant Radio Officer(s), (3) Senior Board Member present, (4) the Secretary and (5) the Treasurer. The length of service will determine seniority of Board Members since last elected to full-term Executive Board membership.

ARTICLE 5. CONTRACTS, LOANS AND CHECKS

Section 5.1 Contracts. The Executive Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of D.T.A.C.S., and such authority may be general or confined to specific instances.

Section 5.2 Loans. No loans or other indebtedness will be contracted on behalf of D.T.A.C.S. and no evidences of indebtedness will be issued in its name unless authorized by a resolution of the Executive Board. Such authority may be general or confined to specific instances.

Section 5.3 Checks, Drafts, Etc. The Treasurer will sign all checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness, issued in the name of D.T.A.C.S. The Executive Board may designate that an additional member of the Executive Board countersigns some or all checks.

ARTICLE 6. WAIVER OF NOTICE

Whenever any notice is required under the provisions of these Bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated herein, will be deemed equivalent to the giving of such notice. Attendance at any meeting will constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

ARTICLE 7. AMENDMENTS

The Bylaws of the organization will be subject to change in the following manner: Any Bylaw currently in effect may be added, changed, deleted, or revised only after an open discussion at a regular monthly meeting, whereupon a formal revision in writing will be presented by the Secretary at the next following monthly meeting. A majority of the entire voting membership will be necessary to pass any addition, change, deletion, or revision. That vote will occur at a regular membership meeting following the meeting where the formal written revision was presented. The vote must occur within six months after presentation of the written revision.

ARTICLE 9. DISSOLUTION

In the event D.T.A.C.S. is dissolved, any and all property will be distributed to the Delta Township Emergency Management Division or any other not-for-profit government agency, and/or any other organization holding "ex-empt" status as defined by Section 501(c) of the Internal Revenue Code of 1986, as amended.

Bazella G. Rainey, III

Chief Radio Officer

Geoffrey Richardson

Assistant Radio Officer

Stephen Dible

Assistant Radio Officer

Assistant Radio Officer

Stephen Dible

Trustee

Board Member

Board Member

Board Member

Evelyn Sitterson

Secretary

Treasurer

Donald Tillitson

Repeater Control Operator

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