

O'Hara E-Comm Team

Document of Organization

The purpose of this document is to provide a foundation for the O'Hara E-Comm Team Amateur Radio Club's structure, and to serve as its Constitution.

1. Organization

1. Name: The name of this organization is the O'Hara E-Comm Team Amateur Radio Club, herein referred to as "the Club."
2. Website: The Club shall maintain and operate a website, located at <http://www.pa-sitrep.com/ohara.htm>. All relevant information and news about the Club shall be made available there.
3. Activity: The Club's directors and members of the Club will meet on a quarterly basis. Additional Club activities such as training, field testing and social events will be determined by the Club's officers. A monthly on-the-air communications drill will be conducted on the designated Club repeater on the first Sunday of every month at 9 p.m local time, with the exception that when the first Sunday of the month falls on a major holiday, the net will be conducted on the second Sunday of the month at 9 p.m..
4. Authority: All Club activities and operations of the Club fall under the direct supervision of the acting O'Hara Township Emergency Management Coordinators' discretion, unless otherwise noted in this document.

2. Purpose

1. The primary purposes of the Club are:
 - a. To provide emergency communication services to the O'Hara Township Emergency Management Agency.
 - b. To enhance and improve the Club members' operating skills that will be necessary in times of emergency.
 - c. To increase public appreciation and awareness of the Amateur Radio Service, especially as it relates to emergency communications.
 - d. To assist fellow Club members in the maintenance and construction of their amateur radio stations and related equipment.
 - e. To stimulate the use and development of new modes and methods of radio communications to better enhance emergency communications.

3. Board of Directors

1. The Club shall be governed by a Board of Directors consisting of three (3) members appointed by the O'Hara Township Emergency Management Coordinator. The initial Board of Directors shall consist of the three members listed below.
 - a. David Kleber, KB3FXI
 - b. Larry Parker, AA3ZN
 - c. John Davies, K3OGN
2. The Board of Directors are the officers of the Club, and act on all matters relating to the Club, with the final approval of the acting O'Hara Township Emergency Coordinator, except where specifically prohibited by this document.

3. The O'Hara Township Emergency Management Coordinator shall be responsible for filling any vacancies by appointing new directors within a reasonable period of time.
4. Other Officers
 1. Michael Kleber, KB3GTJ, is the Club's Sergeant at Arms and will be responsible for collecting and reporting on the monthly on-the-air drill reports, calling the Club meetings to order at the correct time, preparing the meeting room and recording the votes for new member elections.
5. Club License Trustee
 1. Club Call Sign Trustee: David Kleber, KB3FXI, is the Club Call Sign Trustee. This officer will be responsible for the Club call sign in all respects. No member or officer of the Club shall use the Club Call Sign without advance permission from the Club Call Sign Trustee.
6. Membership
 1. Requirements: Membership is open to all currently licensed Amateur Radio operators who are willing and able to assist the O'Hara Township Emergency Management Agency when called to service by the O'Hara Township Emergency Management Coordinator, the Deputy Emergency Management Coordinators or the Emergency Management Agency Communications Officer. Attendance at Club meetings is suggested but not required.
 - a. Membership Agreement: Any member wishing to join must agree to sections 5.1 and 6.1 of the Club's Constitution.
 2. Joining the Club: In order to join the Club, a prospective member is subject to approval by ballot of the regular members.
 3. Remaining Active: Members who wish to remain active are required to check in to at least 3 of the 12 monthly on-the-air communications drills conducted on the designated Club repeater. Members not meeting this criterion at the end of the calendar year will be removed from the member roster, unless this requirement is waived by a ballot vote of the regular members or the O'Hara Township Emergency Management Coordinator.
 - a. A member may be removed at any meeting by the acting O'Hara Township Emergency Management Coordinator.
7. Meetings
 1. Attendance: Attendance is open to anyone, including non-members, who would like to be present.. Attendance by members is not required, but it is encouraged.
 2. Quorum: A quorum shall be defined as at least two thirds of the Board of Directors being in attendance. If this minimum attendance is not met, no Club business may be transacted at the meeting.
 3. Minutes: All meetings shall be logged, and the logs or summaries thereof shall be made available on the Club's website.
 4. Structure: Meetings will normally be informal. However, a meeting may be moderated if there are specific matters that must be addressed.
 5. Regular Meetings: Regular meetings will be held quarterly at a location determined by the Board of Directors. If there is to be a change of time for the meeting, it will be posted in advance on the Club's website and/or email list and

will be announced during the monthly on-the-air drill prior to the scheduled meeting.

6. Special Meetings: Special meetings may be held at any time deemed necessary by the Board of Directors. Advance notice will be posted on the Club's website and the monthly on-the-air drill of the date and time of any such meetings.
8. Dues
 1. Current Dues: There are no dues for membership. No dues may be imposed by the Board of Directors without approval of two-thirds of the general membership and the acting Emergency Management Coordinator.
9. Property and Licensing
 1. Club Call Sign: Members wishing to use the Club Call Sign must obtain written approval of the Club Call Sign Trustee in advance. A complete and accurate station log must be kept while the Club Call Sign is in use, and submitted afterward to the Club Call Sign Trustee.
10. Document Information
 1. Version: This document's version number is 0.1.
 2. Incrementing Version Numbers: Each future revision of this document will increase this document's version number by 0.1.
 3. Priority: This document supersedes all previous versions in full.
 4. Ratification: This document has been accepted and ratified as of 1 December, 2007, by the undersigned.

a. David J Kleber

b. Larry R Parker

c. John T Davies, III