

(Tentative, pending review by Oakland County Legal Department)

**BYLAWS OF THE OAKLAND COUNTY
AMATEUR RADIO PUBLIC SERVICE CORPS
Revised May, 2009**

ARTICLE I

NAME AND PURPOSE

Section 1: Name: The name of the organization shall be the Oakland County Amateur Radio Public Service Corps (OCARPSC).

Section 2: Purpose: The Oakland County Amateur Radio Public Service Corps (OCARPSC) consists of a group of amateur radio operators who have agreed to volunteer their services when requested by the Officers during identified emergencies or events. Their services consist of providing backup communications from various points in the County and the Oakland County Emergency Operations Center (EOC). These services include, but are not limited to, weather related events, checking the severe weather tornado siren system, and any general declared emergency or event. These amateurs may utilize their own personal equipment or the equipment that has been installed at various hospitals, police/fire stations and County facilities.

Section 3: Authorization: The Oakland County Amateur Radio Public Service Corps (OCARPSC) may self-activate for training purposes, public service events or mutual aid situations.

ARTICLE II

MEMBERSHIP

Section 1: Membership: Membership in Oakland County Amateur Radio Public Service Corps (OCARPSC) shall consist of the following.

- a) Must be a member of ARES
- b) Must file an application with Oakland County Emergency Response and Preparedness.
- c) Must pass a criminal background check by the Oakland County Sheriff's Department.

When all three of the above conditions have been met the applicant will receive an Oakland County Amateur Radio Public Service Corps (OCARPSC) Badge.

Classifications: ARES and RACES:

- a) **ARES Membership:** ARES membership shall be open to those holding a valid amateur radio license, and have a sincere desire to serve ARES Events can be any event where a Communication need exists of a non-commercial nature.
- b) **RACES Membership:** RACES membership shall be limited to members of Oakland County Amateur Radio Public Service Corps (OCARPSC) who have completed the appropriate Federal and State requirements and successfully passed the IS2 or IS22 FEMA course and a criminal background check by the Oakland County Sheriff Department, RACES operation shall be governed by Federal Communications Commission (FCC) Rules Part 97.407.
- c) Oakland County Amateur Radio Public Service Corps (OCARPSC) manages the ARES and RACES programs in Oakland County.

Section 2: Access to the Oakland County EOC building shall be restricted to only people possessing a valid Oakland County Amateur Radio Public Service Corps (OCARPSC) badge, or as a guest of a valid Oakland County Amateur Radio Public Service Corps (OCARPSC) member.

Section 3: Membership Records: The Specialty Officer for Membership shall keep a current membership list showing classification of membership, name, call sign, address and other pertinent information.

Section 4: Voting Rights: Each Oakland County Amateur Radio Public Service Corps (OCARPSC) member shall have only one (1) vote

Section 5: Dues: There shall be no membership dues assessed.

Section 6: Termination:

- a) A member ceasing to meet membership requirements or who shall resign will be removed from the membership records.
- b) Members who are inactive for more than one (1) year may be placed on the inactive membership list and if inactive for two (2) consecutive years may be dropped from the membership record. "Active" is defined as participation in a minimum of one Oakland County Amateur Radio Public Service Corps (OCARPSC) event annually.
- c) A member may be removed with due cause by a majority vote of the Oakland County Amateur Radio Public Service Corps (OCARPSC) Executive Board.

ARTICLE III

MEETINGS

Section 1: Regular Oakland County Amateur Radio Public Service Corps (OCARPSC) Meetings: Meetings shall be held on the first Wednesday of every month at 7:00 pm for the members. Notice of regular meetings shall be sent at least five (5) days in advance. Meeting days and times may be changed by a vote of the Executive Board.

Section 2: Executive Board Meetings: Executive Board Meetings shall be held immediately following each regular membership meeting.

Section 3: Semi Annual Business Meetings: Semi Annual Business meetings shall be held each year for the general membership. Notice of these meetings shall be sent at least ten (10) days in advance.

Section 4: Quorum: A quorum of the Executive Board shall be at least three (3) members of the Executive Board as designated in the Officer Description section.

Section 5: Procedure: The agenda and procedure of all meetings shall be governed by the Executive Board.

ARTICLE IV

OFFICERS

Section 1: Executive Board: The Executive Board shall consist of the members holding the following positions: (1) Emergency Coordinator (EC) and (2) Assistant Emergency Coordinators (AEC).

Section 1A: Oakland County Amateur Radio Public Service Corps Board: The Board shall consist of the Executive Board and the Specialty Officers listed in this Article. This group is also identified as the Officers of the Oakland County Amateur Radio Public Service Corps (OCARPSC). Additional Assistant Emergency Coordinators and Specialty Officers may be appointed as required by the Emergency Coordinator.

Section 2: Emergency Coordinator: The Emergency Coordinator shall preside at all meetings and have the authority to appoint committees and task forces as deemed necessary. The Emergency Coordinator shall have and exercise general charge and supervision of the affairs of the Oakland County Amateur Radio Public Service Corps (OCARPSC). The Emergency

Coordinator is jointly appointed by Oakland County Emergency Response and Preparedness and the ARRL.

Section 3: Assistant Emergency Coordinator: The Assistant Emergency Coordinators shall act as operational assistants to the Emergency Coordinator during disasters, emergencies or exercises. He or she shall coordinate with other communications groups within Oakland County. At the request of the Emergency Coordinator or in the event of the Emergency Coordinator's absence, an Assistant Emergency Coordinator shall perform the duties and possess and exercise the powers of the Emergency Coordinator.

Section 4: Specialty Officer for Logistics: This Officer shall have the following duties:

- 1) coordinate the purchase of new equipment
- 2) assist in the maintenance of the existing communications equipment
- 3) coordinate the placement and operation of necessary equipment for disaster/emergency communications (generators, antennas, etc)
- 4) maintain an equipment inventory list.

Section 5: Specialty Officer for Oakland County Amateur Radio Public Service Corps (OCARPSC) Net Management: This Officer shall have the following duties:

- 1) supervise and schedule Net operations
- 2) recruit and train additional Net Control Operators
- 3) maintain Net operations and records.

Section 6: Specialty Officer for Severe Weather Warning Siren System : This Officer shall have the following duties:

- 1) supervise and schedule the monthly siren checks and training as appropriate.

Section 7: Specialty Officer - Secretary: This Officer shall have the following duties: The Secretary shall take minutes of meetings, maintain records of meetings, and other activities as required.

Section 8: Specialty Officer - Webmaster: This Officer shall have the following duties:

- 1) Activate and maintain a website on the Internet
- 2) post update as needed to the website
- 3) obtain permission from the EC or the Executive Board before posting any new or additional information of the website.

Section 9: Specialty Officer for Membership: This Officer shall have the following duties:

- 1) keep and update as necessary a current file of members in Oakland County Amateur Radio Public Service Corps (OCARPSC)
- 2) review all new applications and present them to the Emergency Coordinator for final approval
- 3) assist in recruiting new members for the Oakland County Amateur Radio Public Service Corps.

Section 10: Specialty Officer for Training: This Officer shall have the following duties: develop, coordinate and implement membership training.

Section 11: Specialty Officer for National Traffic System: This Officer shall have the following duties:

- 1) maintain a liaison with the National Traffic System
- 2) coordinate incoming and outgoing traffic stations during disasters and/or emergencies
- 3) coordinate an active listing of trained traffic handling amateur operators who can interface with local nets
- 4) coordinate with the Training Officer on message handling training.

Section 12: Specialty Officer for Volunteer Agency Liaison: This Officer shall have the following duties:

- 1) maintain liaison between Oakland County Amateur Radio Public Service Corp (OCARPSC) and other volunteer agencies
- 2) supervise and establish communication links between Oakland County Amateur Radio Public Service Corps (OCARPSC) and other volunteer agencies, i.e., Red Cross, Salvation Army and other local amateur radio clubs.

Section 13: Specialty Officer for Digital: This Officer shall have the following duties:

- 1) establish standards and protocols for the use of digital message handling during disasters and/or emergencies and training exercises
- 2) act as an advisor for digital radio use for Oakland County Amateur Radio Public Service Corps (OCARPSC).

Section 14: Specialty Officer for National Weather Service

Liaison: This Officer shall have the following duties:

- 1) liaison between Oakland County Amateur Radio Public Service Corps (OCARPSC) and the White Lake National Weather Service Office
- 2) shall attend National Weather Service meetings representing the Oakland County Amateur Radio Public Service Corps (OCARPSC) and report information to the Oakland County Amateur Radio Public Service Corps (OCARPSC) Executive Board.

Section 15: Specialty Officer for Information : This Officer shall have the following duties:

- 1) gather news from Oakland County area clubs of upcoming ham radio related club events (such as swaps and contests) and disseminates this information to Oakland County Amateur Radio Public Service Corps (OCARPSC) members
- 2) distribute and publicize Oakland County Amateur Radio Public Service Corps (OCARPSC) training classes, events and general ham radio news (relating to emergency preparedness to) Oakland County area clubs.

Section 16: Specialty Officer for Hospital Radio Systems: This Officer shall have the following duties:

- 1) work with hospital staff and Oakland County Emergency Response and Preparedness Office for installation of radios
- 2) program all hospital radios to common frequencies
- 3) establish and maintain participants for the hospital radio nets system from the Oakland County Amateur Radio Public Service Corps membership.

Section 17: Specialty Officer for Special Events: This Officer shall have the following duties:

- 1) be the contact person for special events involving the Oakland County Amateur Radio Public Service Corps (OCARPSC)
- 2) identify individuals to act as event leaders
- 3) publicize the events to our membership using web, email and net announcements
- 4) aid in the solicitation of ham operators for these events
- 5) clears dates for room use with Oakland County Emergency Response and Preparedness for events.

Section 18: Emergency Coordinator (EC): The Emergency Coordinator (EC) is appointed as specified in the State Guidelines. The Emergency Coordinator (EC) shall appoint Assistant Emergency Coordinators and Specialty Officers as necessary.

Section 19: RACES Officer (RO): The RACES Officer (RO) is appointed as specified in the State Guidelines.

Section 20: Appointments of Officers: All positions are to be submitted to Oakland County Emergency Response and Preparedness after being approved by the Emergency Coordinator (EC).

Section 21: Oakland County Amateur Radio Public Service Corps (OCARPSC) Executive Board Member Tenure: Members appointed to the Executive Board positions will hold these positions until resignation, death or are relieved by due process.

ARTICLE V

AMENDMENTS

Section 1: Amendments to Bylaws: Oakland County Amateur Radio Public Service Corps (OCARPSC) may amend, alter, or repeal any of the Bylaws at any general membership meeting by a two-thirds (2/3) vote of the members present, providing that notice of the proposed amendments is submitted to the membership at least ten (10) days prior to the meeting and the requirements in Section 2 are met.

Section 2: Procedure for submitting Bylaw Amendments:

- 1) Submit changes to Executive Board for review and approval
- 2) Request changes, comments, etc., at the next regular Board meeting
- 3) Submit for vote at a general membership meeting.