

**220 SMA
220 MHZ SPECTRUM MANAGEMENT ASSOCIATION
of
SOUTHERN CALIFORNIA**

CONSTITUTION

PREAMBLE

Having a mutual interest in 220 MHz Amateur Radio, we do hereby unite to form an Association for our stated purposes.

ARTICLE I - NAME

The name of the Association shall be: 220 MHz Spectrum Management Association of Southern California.

ARTICLE II - PURPOSES

This association shall have the following purposes:

- a. To foster interest in techniques of 220 MHz communications; to improve the state-of-the-art of 220 MHz communications; and to collect and disseminate technical and operational information of the 220 MHz band.
- b. To preserve the privileges and interests of all Amateurs operating in the 220 MHz band, and to achieve solutions to mutual problems through the collective talents within the Association.
- c. To establish and maintain a plan for compatible, equitable, and effective utilization of the communication techniques and frequencies in the 220 MHz band, and to recommend, coordinate and sanction frequencies for simplex, repeaters, remote bases, auxiliary links, control channels, and other needs in that plan.
- d. To promote emergency communications, public service and good operating practices.
- e. To provide a collective voice for rules affecting the 220 MHz band.

ARTICLE III - OFFICERS

- a. The President, Vice President, Secretary, and a Treasurer, shall be the officers of the Association.
- b. The immediate Past President shall serve as Advisor to the Officers.
- c. Officers shall be elected from Regular Members and shall be responsible to the membership for the faithful performance of their offices.
- d. Election procedures, duties, and terms of office shall be defined in the By-Laws.

ARTICLE IV - MEMBERSHIP

Regular Membership is open to persons having valid U.S. 220 MHz Amateur Band operating privileges. Associate Membership is defined in the By-Laws.

ARTICLE V - COMMITTEES

Committees, as necessary for Association affairs, shall be appointed by the President, subject to approval of the Membership, and shall report directly to the President. Committee terms shall expire with the term of the President.

ARTICLE VI - MEETINGS

- a. **ANNUAL MEETINGS:** An Annual Meeting shall be held each year. At this meeting officers shall be elected, a treasury audit shall be presented, and regular business shall be conducted. The Annual Meeting is also a General Meeting. The time of the Annual Meeting shall be in accordance with the By-Laws.
- b. **GENERAL MEETINGS:** At least three General Meetings, in addition to the Annual Meeting, shall be held each year. One meeting shall be held each calendar quarter.
- c. **SPECIAL MEETINGS:** Special meetings may be called by the President to conduct business that cannot be deferred until the next General Meeting.
- d. **NOTIFICATION OF MEETINGS:** Notification of meetings shall be in accordance with the By-Laws.
- e. **QUORUMS:** Meetings shall require the lesser of, 15 members, or a ten (10%) percent representation of the members, in good standing to conduct business. The procedures and validity of in-absentia representation shall be established in the By-Laws. (Amended 1/18/92)

ARTICLE VII - DUES

Membership dues shall be established in the By-Laws

ARTICLE VIII - Deleted**ARTICLE IX - DISBURSEMENTS**

The treasurer is authorized to disburse funds as follows:

- a. Regular disbursements for routine expenses within the current budget.
- b. Special disbursements for special expenses or for regular disbursements exceeding, or not included in, the current budget (If approved by a majority vote at a General Meeting).

ARTICLE X - FINANCIAL STATEMENTS

A Treasurer's report of receipts and disbursements since the last Treasurer's report shall be presented at each General Meeting.

ARTICLE XI - BY-LAWS

- a. This Constitution shall be supplemented with By-Laws of procedures, responsibilities, and definitions. No By-Law shall contravene, modify or amend the Constitution.
- b. Amendments to the By-Laws shall require a majority vote at a General Meeting. Such amendments shall be published in the agenda. Each Member shall have been sent notification that the specific By-Law is under consideration before such action may become an order of business.
- c. A By-Law may be temporarily suspended by General consent.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution shall require a two-thirds (2/3) majority vote at a General Meeting. Such amendment shall be published in the agenda. Each Member shall have been sent notification that the specific ARTICLE of the Constitution is under consideration before such action may become an order of business.

ARTICLE XIII - AUTONOMY

Actions by vote within the authority of the Constitution and By-Laws shall be binding upon Members and become policy of the Association.

BY-LAWS

ARTICLE I - NAME

The name of the Association may hereinafter also be known as the "220 SMASC", "220 SMA", "SMA", or the "Association".

ARTICLE II - MEMBERSHIP

Section 1 CATEGORIES

- a. Regular Membership is open to persons having valid U.S. 220 MHz Amateur Band operating privileges.
- b. Associate Membership is open to any individual having an interest in promoting the purposes of the Association.

Section 2 APPLICATION (Amended 07/17/93)

- a. Application for new (or renewal) membership shall be submitted to the Treasurer in writing.
- b. A grace period for renewal of membership shall extend for 90 days beyond the current membership expiration date; or until the General Meeting following said expiration, whichever time period is greater. After that date, any applications will be processed as new memberships, with the same stipulations and obligations applicable to new membership as stated elsewhere in these By-Laws.
- c. The Treasurer shall verify and maintain records that the applicant's license has not expired and that the applicant is eligible for membership.
- d. New REGULAR MEMBERSHIP (or reinstatement of expired membership beyond the specified grace period) shall become effective sixty (60) days following receipt by the Treasurer of the following, fully completed documents:
 1. Membership Application Form;
 2. Copy of current, valid Amateur Radio License;
 3. Check, Money Order, or Cash (if presented in person) covering the ensuing year's dues.

Section 3 RIGHTS OF MEMBERSHIP

- a. Regular Members have a voice in the structure, policies, actions, and recommendations and a vote on such actions.
- b. Associate Membership is open to any individual having an interest in promoting the purposes of the Association. ASSOCIATE MEMBERS may be recognized for comments on any proceedings currently under discussion, but shall not introduce motions, amendments, or nominations, and they will not be allowed to cast a vote. (Amended 07/17/93)

Section 4 VOTING

- a. Each Regular Member shall have one vote.
- b. Proxy voting is not allowed.
- c. REGULAR MEMBERS may vote by absentee ballot if they comply with the following requirements: (Amended 07/17/93)
 1. An absentee ballot may only be cast on published agenda items. If the question presented at the General Meeting is amended to be different from the issue proposed in the agenda, any absentee vote cast on that issue will be considered void.
 2. The absentee ballot must be signed and dated by the issuing individual.
 3. The absentee ballot must denote the specific item (or items) being voted upon and the specific vote (for each, if there are more than one).
 4. To be counted, the absentee ballot must be in possession of the Secretary 48 hours prior to the commencement of any meeting where said voting is to take place. Absentee ballots which are mailed must arrive at the Association Post Office Box in compliance with the 48 hour requirement.
 5. The REGULAR MEMBER submitting the absentee ballot must be in good standing and not in arrears on any dues or assessments.

ARTICLE III - OFFICERS

Section 1 ELECTION OF OFFICERS

- a. Nominations for officers shall be from the floor at the Annual Meeting. Nominations and election of the President shall be completed and announced before nominations for the next office, this procedure continuing for each office. Persons nominated for office must have been a regular member of the association for at least 1 full year prior to nomination. (Amended 04/12/86)
- b. Balloting shall be in accordance with ARTICLE VI, Section 4.a of these By-Laws.
- c. In the event of a vacancy of office a special election shall be held at the next General Meeting or immediately following action under ARTICLE III, Section 3. Advance notice of special elections is not required.

Section 2 TERM OF OFFICE

The term of elected office shall be one year.

Section 3 VACANCY OF OFFICE

- a. An office may be declared vacant for cause provided that at a General Meeting:
 1. A vote of censure passes by a majority vote, and
 2. A vote for Removal passes by a two-thirds (2/3) majority.

Section 4 DUTIES OF THE PRESIDENT

The President:

Shall administer Association affairs;
Shall appoint committees, subject to approval of the Membership, and shall be responsible for maintaining committee activity and function toward their goals;
Shall preside at Meetings;
Shall not vote, except in case of a tie, and shall then cast the deciding vote;
Shall be an ex-officio member of all committees;
Shall be an ex-officio member of the Coordination Boards but shall have no vote in assigning frequencies; and
Shall be responsible for the Association adhering to its Constitution and By-Laws.
(Amended 10/21/95)

Section 5 DUTIES OF THE VICE PRESIDENT

The Vice President:

Shall assist the President and assume his duties in his absence;
Shall be Chairman of the Public Relations Committee; and
Shall include in that committee's annual report non-members receiving mailings.

Section 6 DUTIES OF THE SECRETARY

The Secretary:

Shall retain Association records;
Shall record Meeting Minutes and prepare them for publication to members of the Association;
Shall prepare Membership mailings in accordance with the By-Laws;
Shall distribute official correspondence and committee reports as required;
Shall ensure new Members receive a copy of the Constitution and By-Laws and provide copies to other members upon request; and
Shall surrender Association Files to his successor.

Section 7 DUTIES OF THE TREASURER

The Treasurer:

- Shall maintain financial and real property and records of the Association;
- Shall collect Membership dues, fees, and assessments;
- Shall arrange that signatures of the President and Treasurer are registered with depositories of Association funds;
- Shall disburse moneys, and shall retain copies of bills, vouchers, and receipts to substantiate disbursements;
- Shall submit an annual budget at the Annual Meeting; (Amended 10/04/86)
- Shall be subject to an annual financial audit normally in conjunction with his annual report, and at other times as required by the President;
- Shall surrender Association financial records to his successor; and
- Shall determine membership eligibility in accordance with these By-Laws.

ARTICLE IV - COORDINATION BOARDS

(Amended 10/21/95, 04/19/08)

Section 1 RESPONSIBILITIES

An elected Coordination Board shall be responsible for studies, surveys, research, and findings on technical and engineering aspects of the 219-220 MHz and 222-225 MHz spectrum management, including coordination of frequencies. (Amended 10/21/95, 04/19/08)

Section 2 ORGANIZATION

The Coordination Board shall have eight (8) members. One member of the Board shall be its permanent Secretary and shall maintain records, handle correspondence, and prepare the agenda for Board meetings. The Board Secretary shall not hold any other office in the 220 SMA. Each Coordination Board meeting shall be chaired by an agreed upon Member of the Board. (Amended 10/21/95, 04/19/08)

Section 3 ELECTION OF BOARD MEMBERS AND TERM OF OFFICE (Amended 1/17/98, 04/19/08)

Coordination Board positions shall have a term of two (2) years. Persons nominated for office must have been a regular member of the association for at least 1 full year prior to nomination. Nominees shall declare all system and club affiliations and any potential conflicts of interest. Conflicts of interest include (but are not limited to) existing, pending or anticipated coordination issues in which the nominee may have a direct or affiliated interest.

Coordination Board positions 1 and 2 shall be elected and begin at the first quarterly General Meeting of odd and even years respectively; positions 3 and 4 at the corresponding second quarterly General Meeting; positions 5 and 6 at the corresponding third quarterly General Meeting; and positions 7 and 8 at the corresponding fourth quarterly General Meeting.

Any vacancy in a current term shall be filled by special election at the next General Meeting. In the event that the current term of the vacant position would end 3 or less quarterly meetings after the special election, the elected individual shall serve for the remainder of the current term plus the subsequent 2 year term. In this case, the election that would normally be held at the end of the current term will be eliminated.

Section 4 FREQUENCY COORDINATION

Requests for frequency coordination shall be in writing to the Coordination Board. The Board shall coordinate frequencies based on applicant's information, established policies, current sanctions, current activity in a given area and consistent with current or future techniques. (Amended 10/21/95, 04/19/08)

Section 5 MEETINGS

The Board shall meet at intervals of not to exceed sixty (60) days apart providing there is pending business. Special meetings may be called by the Coordination Board Secretary or Association President to conduct business that cannot be deferred until the next regular meeting. (Amended 10/21/95)

Section 6 FINDINGS

A report of the Board's resolutions shall be returned to the applicant as soon as practicable after each meeting. The Board shall publish a consolidated report of each meeting for periodic distribution to the membership. (Amended 10/21/95, 04/19/08)

Section 7 APPEALS

Final Determinations of the Coordination Board may be appealed by any adversely affected party upon giving written notice of appeal to the Association Secretary within thirty (30) days following the date of the Board's Notice of Final Determination. After timely receipt of the written notice of appeal, the matter shall become an agenda item for the next General Meeting with resolution by vote. (Amended 7/6/84, 10/21/95, 04/19/08)

Section 8 REMOVAL OF COORDINATION BOARD MEMBERS

A member of the Coordination Board may be removed for cause and the position declared vacant upon majority vote of the other members of the Coordination Board. In the event of such removal, or resignation by a Board member, a special election shall be held at the next General Meeting to elect a person to fill the unexpired term for the vacant position. (Amended 7/6/84, 10/21/95, 01/17/98, 04/19/08)

Section 9 CO-CHANNEL NOTIFICATION

The Coordination Board shall be required to notify co-channel users of any action or complaint regarding their coordinated frequency; and, the available public information, contained in the RFC, shall be supplied with the co-channel notification. (Amended 1/11/86, 10/21/95, 04/19/08)

Section 10 (Amended to Delete 10/19/96)**ARTICLE V - COMMITTEES**

The Association shall have a Public Relations Committee, which shall be a standing committee, with the Vice President as its Chairman. This committee shall promote the "image" of the 220 SMA with 220 band users, other Radio Amateurs, and the public in Southern California and nationwide. The Association shall review informational reports of the Coordination Board. The Association may have other committees deemed necessary by the President. (Amended 04/19/08)

ARTICLE VI - MEETINGS**Section 1 GENERAL**

- a. General Meetings shall be preceded by a published agenda.
- b. The Annual Meeting shall be the first meeting of the year, normally held in the first month of the new year. (Amended 04/18/09)
- c. Special Meetings may be limited to a specific subject or subjects.
- d. The determination that the quorum requirement is satisfied shall be based solely upon those eligible **REGULAR MEMBERS** in attendance at the meeting.

Section 2 NOTIFICATIONS OF MEETINGS

- a. Members shall be notified of a General or Special Meeting approximately 20 days in advance of the Meeting. (Amended 4/18/09)

- b. Notification shall contain at least the following information:

Type of Meeting;
Location, date, and time; and
Agenda, with estimated scheduling.

Section 3 ORDER OF BUSINESS

- a. The business of a General Meeting shall be conducted in the following sequence:
- | | |
|----------------------------------|----------------------------------|
| 1. Registration | 7. Committee Reports |
| 2. Call to Order | 8. Unfinished Business |
| 3. Introductions | 9. Election of Officers |
| 4. Approval of Previous Minutes | 10. New Business |
| 5. Treasurer's Report & Approval | 11. Next Meeting Date & Location |
| 6. Correspondence | 12. Adjournment |
- b. General Meetings shall be conducted in accordance with the Constitution and By-Laws and under parliamentary practices of Robert's Rules of Order.
- c. Special meetings shall follow an agenda deemed proper by the President.

Section 4 BALLOTING

- a. Balloting at General Meetings and Special Meetings, unless otherwise specified by motion or statute, shall be a count of eligible votes, as determined by the Secretary.
- b. The President may call any question by General Consent.

ARTICLE VII - COMMUNICATIONS

Section 1 COMMUNICATIONS (Amended 04/18/09)

- a. Official Communications from the Association, such as Notice of Meetings, Coordination Board Reports, and Financial Reports shall be provided to each Member, and each Associate Member. Delivery will normally be by US Mail.
- b. The Association may elect to maintain an Internet Website where these communications items are available. Information intended only for Members may be provided on pages which are secured and are only accessible to Members.
- c. Members who authorize the Association to utilize electronic mail to provide Notice of Meetings, and notice that other required communications are available on the Website, shall be eligible for an extended period of membership at no additional cost. The membership shall establish the extension period yearly in conjunction with establishment of the Budget.
- d. Communications delivered to non-members recommended by the Chairman of the Public Relations Committee shall be provided in the most effective form as determined by the Secretary.

Section 2 CORRESPONDENCE

Communications or information concerning personal phone numbers, system control information, exact site location, or other personal information shall be considered confidential and may be withheld and handled accordingly by the Association.

ARTICLE VIII - DUES

The dues for Regular Membership shall be \$20.00 per year, due and payable upon application for membership and yearly thereafter. Associate Membership dues shall be \$15.00 per year. Members are responsible for renewal before membership expiration. The Association shall publish a Member's expiration date on the Website and on individual mailing labels. (Amended 4/20/96, 04/18/09)

The revised Constitution and By-Laws were adopted at a General Meeting held 4/19/80 and superseded all prior issues. An amendment to the Constitution was approved on 1/18/92. Amendments to the By-Laws were approved on 7/6/84, 1/11/86, 4/12/86, 10/4/86, 1/10/87, 7/17/93, 10/21/95, 4/20/96, 10/19/96, 1/17/98, 4/19/08, and 4/18/09. Amendments are noted in the body of the documents.