

**Updated  
October, 2023**

**THE BY-LAWS OF  
THE ST. LOUIS METRO AMATEUR RADIO EMERGENCY SERVICE, Inc.**

Approved by the St. Louis Metro Amateur Radio Emergency Service Emergency Coordinator and AEC's on 00/00/0000

**PREAMBLE**

We, the Amateur Radio Operators of St. Louis Metro Amateur Radio Emergency Service, Inc., wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio and the Welfare of the citizens of the County and City of St. Louis in the State of Missouri, and its several municipalities, constitute ourselves the ST. LOUIS METRO AMATEUR RADIO EMERGENCY SERVICE, Inc. (the "Organization") and enact these by-laws as our governing law.

The Organization shall be non-profit, non-political, and non-denominational.  
Its purposes shall be to:

- Prepare for and provide communications during emergencies and/or community events;
- Facilitate training for Organization members and provide public service to our communities;
- Foster teamwork and cooperation among amateur radio operators and amateur organizations in St. Louis County and the City of St. Louis to facilitate effective emergency communications during times of need;
- Collaborate with emergency, disaster relief, and other organizations;
- Furnish training and guidance to amateurs and members to better their emergency operating efficiency and technical skills;
- Promote and maintain an image of St. Louis Metro ARES members as professional, skilled, and knowledgeable communicators;
- Promote and maintain St. Louis County and City as a place "friendly" to amateur radio; and,
- Maintain an honorable, wholesome, and ethical image of the Radio Amateur in our Community by conducting the Organization, its programs, and activities in the spirit of The American Radio Relay League Amateur's Code.

ARES ® and Amateur Radio Emergency Service ® are registered trademarks of the American Radio Relay League, Incorporated, and are used by permission.

St Louis Metro ARES acknowledges that ARES® is a program of the American Radio Relay League, and will abide by the Rules and Regulations of the ARRL's Field Organization, as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL publications.

The Organization is organized exclusively for charitable, educational, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

No part of the net earnings of the Organization shall ensure the benefit of, or be distributable to, its members, directors, officers, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered if and when needed.

No substantial part of the activities of the Organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Organization shall not participate in or intervene (including publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these articles, the Organization shall not carry out any other activities not permitted to be carried on (a) by an organization exempt from the Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the Organization, the EC and the AEC's shall dispose of all assets of the Organization

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exclusively for the purposes of the Organization in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the EC and the AEC's shall determine. Any such assets not so disposed of shall be disposed of by the circuit court of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE I - MEMBERSHIP**

**Section 1.** All Amateur Radio operators shall be eligible for volunteer membership in the St. Louis Metro ARES Organization. Honorary membership may be extended to public service personnel with a professional interest in the purposes of the Organization at the discretion of the EC and AEC's.

**Section 2.** A volunteer is one who has signed a volunteer agreement/application stating that he/she will abide by the Standard Operating Procedures (adopted at the 00/00/0000 regular meeting or any subsequent approved version) and is considered to be in good standing with the Organization.

**Section 3.** A volunteer in good standing shall be defined as a volunteer who has completed an application agreement, and abides by the Standard Operating Procedures and training as set forth by the ARRL and the local St. Louis Metro ARES group.

**ARTICLE II - OFFICERS**

**Section 1.** The officers shall be the Emergency Coordinator (EC) and the designated AEC's. The AEC's will be picked and approved by the EC and the District EC and shall serve a term of office as long as they are an active participating AEC's.

**ARTICLE III - DUTIES OF OFFICERS**

**Section 1.** The EC/Emergency Coordinator shall preside at all meetings of the Organization; conduct the same according to the rules adopted; enforce due observance of the by-laws; decide all questions of order, sign all official documents that are adopted by the Organization and shall perform all customary duties pertaining to the office of Emergency Coordinator.

**Section 2.** The AEC's shall assume all duties of the EC/Emergency Coordinator in the absence of the EC. The AEC's shall maintain an open dialog with the EC/Emergency Coordinator for St. Louis Metro ARES.

**Section 3.** The EC and AEC's shall maintain a roster of all volunteers. The AEC's shall keep the Organization's by-laws up to date at all times, making timely changes as soon as the by-laws are amended. The AEC's shall make additional reports as requested by the Emergency Coordinator. The AEC's shall, at the expiration of their term, turn over all Organization records and/or property in their possession to the Emergency Coordinator.

**ARTICLE IV - BOARD OF DIRECTORS**

**Section 1.** The leadership shall consist of the EC and the AEC's of the Organization, described in Article II.

**Section 2.** The ARES District Emergency Coordinator and Missouri Section Emergency Coordinator will approve all AEC's after being appointed by the Emergency Coordinator.

**Section 3.** In general, the leadership shall be vested with the power to exercise the authority of the Organization embodied in these by-laws.

**Section 4.** The Emergency Coordinator shall exercise supervision over all matters pertaining to real property.

**Section 5.** The EC and AEC's shall call meetings at their discretion. An email will be sent at least 3 days before the

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scheduled meeting to see who can attend the meeting..

**Section 6.** The leadership shall enforce the Standard Operating Procedures and training by the volunteers of the Organization. Volunteers of the Organization unable to abide by the Standard Operating Procedures and training can be removed after being advised by email of the lapse of Standard Operating Procedures and training.

**ARTICLE V - GENERAL MEMBERSHIP MEETINGS**

**Section 1.** Meetings shall be held at established times and locations as specified in the by-laws. Individual meetings may be canceled by the leadership or by the Emergency Coordinator as needed.

**Section 2.** In the conduct of all Organization meetings, any and all changes in the Standard Operating Procedures and training will be discussed by the EC and the AEC in a separate meeting.

**Section 3.** Special meetings may be called by the EC or AEC's when necessary. Meeting notification shall be sent to the leadership no later than 5 days before any specially-called meetings start.

**Section 4.** Regularly scheduled meetings shall be held on the second Monday of the month on a monthly basis held at 7 p.m. local time. Meetings may be canceled by the Emergency Coordinator 4 hours prior to a meeting.

**ARTICLE VI - COMMITTEES**

**Section 1.** The EC and AEC's shall appoint committees and chairpersons as needed.

**Section 2.** Committees shall remain in place as long as needed, as determined by the current EC and AEC's.

**ARTICLE VII - AMENDMENTS**

**Section 1.** Any volunteer member may submit proposals or ideas of change in writing or verbally at any regularly scheduled meeting. Proposed by-law changes shall not be voted upon until the next regular meeting. Copies of the proposed changes to amend the by-laws must be provided to all organization members, by any means available at least fourteen (10) days prior to that meeting. the by-laws may be amended by a majority of members that attend the meeting.

**CERTIFICATE**

The undersigned, Steven J Wooten, Emergency Coordinator of St. Louis Metro ARES, a State of Missouri corporation, hereby certifies that the above By-laws have officially been voted on and adopted.

Dated: 00/00/00

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Name: Steven J Wooten  
Title: Emergency Coordinator