

MECC By-Laws and Constitution

Metropolitan Emergency Communications Council

PREAMBLE:

We, the undersigned, are an association of organizations commonly interested in providing a collaborative forum for auxiliary communications. Our purposes are to provide supplemental emergency communications and community communications support, to the Kansas City metropolis and surrounding areas. We constitute ourselves as the Metropolitan Emergency Communication Council (MECC) for auxiliary communications and enact this constitution as our governing law.

It shall be our primary purpose to provide a forum for the exchange of ideas and information pertaining to emergency, community and public service communications. We shall foster cooperation and networking among auxiliary communications groups, local, county and state government entities, emergency response groups and other not-for-profit organizations that would utilize auxiliary communications.

The MECC will assist local, county and state government entities, emergency response groups, and other not-for-profit organizations that want to utilize auxiliary communications groups by finding, fostering and supporting auxiliary communications organizations within Kansas City and surrounding areas.

The auxiliary communications groups may be made up from Amateur Radio, FRS Radio, Private Radio systems, MARS and any other radio systems subject to FCC or NTIA regulation. These communications must be furnished without the intent or desire of compensation and in the public interest.

The MECC, as a group, will provide information sharing and support development of standards usable by all members. The MECC will provide assistance in the coordination of projects and goals that span served or supporting organizations. It will also establish and maintain itself as a mutual aid resource.

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Article I: MEMBERSHIP

Membership, as approved by the Board as meeting the scope of the MECC, is extended to organizations made up of the following:

- A. Amateur radio organizations.
- B. ARRL Section Emergency Coordinators with emergency communication responsibility in Kansas or Missouri.
- C. Organizations utilizing FRS radio systems for public service.
- D. Organizations that have the permission to utilize private business band radios for public service.
- E. Organizations that utilize approved government assigned spectrum
- F. Local, County and State and Federal Government entities that have a need or interest in emergency auxiliary communications.
- G. Non-Profit and/or Non-Governmental Organizations that would utilize auxiliary communications during emergencies
- H. Persons approved by the MECC Board who function as intermediaries between the MECC and other non-member organizations.

Each organization shall identify a primary and up to two secondary representatives. Should another person other than one of those three people be representing an organization the primary representative shall have notified the Membership Secretary prior to the start of the meeting.

All members shall have equal status. All members are encouraged to invite potential members to meetings.

A potential member shall apply by filling out the MECC membership application form. Membership shall become effective once approved by the Board.

No dues are required to be a member.

Article II: OFFICERS & Other Positions

The officers of the Metropolitan Emergency Communication Council shall consist of a President, Vice President, Secretary, Treasurer, Membership Secretary and one Board Member at Large.

Special ad-hoc officers may be appointed by the President as needed for special tasks and duties as they are required.

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Article III: Duties of Officers

All of the officers of the MECC are members of the Board of Directors.

PRESIDENT – The President shall preside over meetings. The President is the ranking officer among the Board of Directors. The President assigns the order for the meeting agenda and assigns tasks to members for completion as needed. The President may vote solely to break tie votes during any action.

VICE PRESIDENT – The Vice President presides at meetings in the absence of the President. The responsibilities of the President are assigned to the Vice President in the absence of the President. The Vice President acts as parliamentarian. The Vice President oversees special tasks assigned by the President.

SECRETARY – The Secretary takes, prepares and keeps copies of the minutes of all general, special and board meetings including a record of member and Board meeting attendance. The Secretary is responsible for correspondence and maintaining an official copy of these articles.

TREASURER – The Treasurer is responsible for the accounting of income and expenditures. The Treasurer shall prepare the annual financial accounting report given at the last meeting of the year.

MEMBERSHIP SECRETARY – The Membership Secretary maintains a current membership roster, notifies members of meetings and schedules voting for officers or amendments. The Membership Secretary oversees completion of special tasks assigned by the President.

BOARD MEMBER AT LARGE – The Board Member at Large oversees special tasks assigned by the President. This board member also handles the duties of the Secretary, Treasurer or Membership Secretary in their absence.

Article IV: Election of Board Members

Elections shall occur at the last general meeting of the calendar year. Board members take office at the next general meeting following elections. The President shall appoint a nominating committee chair one month or more prior to the date of the election. The Nominations Committee Chair will then select two additional members to serve on this committee. Currently sitting officers cannot

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serve on the nominating committee. This committee will provide a slate of candidates from the membership roster maintained by the Membership Secretary.

Article V: Vacancies in Office

The President shall confirm a vacancy. Vacancies in office shall be filled as soon as possible by appointment by the Board until the next regular election cycle.

Article VI: Meetings & Quorum

General meetings shall be called by the President not less frequently than once per calendar quarter. The President may nevertheless call a special meeting sooner than the next general meeting.

The first item on the agenda of each general meeting shall be to approve and correct, if needed, the minutes from the last meeting. The second item of each agenda will be a report from the Treasurer as to all financial transactions since the last general meeting. Other items including committee reports, Old & new business, and other concerns of the organization will be placed on the agenda in accordance with Roberts Rules of Order Newly Revised. The last agenda item of each regular meeting shall be to set the next regular meeting date, place and time.

Should there be a need to call a special meeting the Membership Secretary will notify the membership of the time, date and location of the meeting. Notification will be sent to the membership by email. These details will also be placed on the MECC website. The Membership Secretary will, as time allows, attempt to notify by phone, any persons whose email notifications are rejected, and will provide the list of invalid email addresses to the board.

For the purpose of conducting business at a general meeting, a quorum consists of at least two board members and two other members. For the purpose of conducting business at a board meeting, a quorum consists of a majority of board members.

Article VII: Voting

At a meeting, each member organization has one vote. If no primary or secondary representative is in attendance, absentee votes may be made by a designated representative of the member organization, as long as a notification of that designation has been sent to the Membership Secretary before the meeting at which the voting takes place. Any one person can only represent one organization.

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Actions can be taken via email or other signed written forms, from the primary representative or pre-assigned secondary representatives. Tallying of all ballots will be performed by the Membership Secretary.

Article VIII: Finance

The board is authorized, either on its own initiative or at the direction of the membership, to spend monies in the treasury. An annual financial accounting report will be provided once each year prior to the election at the last general meeting of each calendar year. All financial documentation will be made available to the membership upon request.

Expenses of less than \$100 can be approved by the Treasurer. Expenses up to and including \$500 must be approved by the Treasurer and the President or Vice President. Expenses over \$500 require approval by a simple majority of the Board.

Article IX: Committees

Such committees as deemed necessary shall be appointed by the President.

Article XI: Parliamentary Authority

The rules contained in the current edition of "***Robert's Rules of Order Newly Revised***" shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Article XI: Amendments

Amendments to these articles may be proposed by any member. Proposed amendments shall first be submitted to the board for approval. Upon approval by a majority of the Board, amendments are submitted to the general membership via notification by the Membership Secretary for approval at the next general meeting following the meeting at which the initial introduction of the amendments occurred. A two-thirds majority of members present is required to approve an amendment.