

BENTON COUNTY
RADIO OPERATORS
CONSTITUTION AND
BY-LAWS

2026

Official
Operating
Guide

**CONSTITUTION AND BY-LAWS OF THE
BENTON COUNTY RADIO OPERATORS 2026**

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PREAMBLE

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Benton County Radio Operators, of Northwest Arkansas, and enact this constitution as our governing law. The Benton County Radio Operators is herein called the BCRO or just the “Club”. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism, and individual operating efficiency, and to so conduct Club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

PURPOSE AND MISSION

- 1. The Benton County Radio Operators’ (BCRO) purpose is to furnish emergency communications.**
- 2. The Club will install and maintain radio repeater stations.**
- 3. The Club will encourage innovation and educational opportunities in amateur radio, and train and help obtain licenses for new amateur radio operators.**
- 4. The Club members may obtain training and act as weather spotters for the National Weather Service.**
- 5. The Club members may provide support aid and public services for our local communities’ events and activities, when special communications aid is needed in order to foster goodwill in the community.**

I MEMBERSHIP

- 1. Anyone interested in Amateur Radio will be allowed to become a member of the Club. Membership will be by application and approval by the Board of Directors. No person will be denied membership by reason of race, color, creed, religion, gender, sexuality, politics, or any other reason that would be prejudicial or biased.**

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II CLUB OFFICERS

1. The Officers of the Club will be:

- a. President**
- b. Vice-President**
- c. Secretary**
- d. Treasurer**
- e. Board Member-at-Large**
- f. Technical Officer**
- g. Trustee**
- h. Public Information Officer**

2. Election of Officers Procedure:

- a. A Nomination Committee will be set up each year at the October meeting to solicit candidates for next year's officers.**
- b. The Nomination Committee will present the list of candidates at the December meeting where they will be voted on following the quorum rules. A majority of the paid membership present will make up a quorum for the election.**
- c. Special Note: If there is no candidate for Secretary or Treasurer, the two offices may be combined. The combined Secretary/Treasurer office will have only one vote on the Board of Directors.**

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3. Officer Vacancies

- a. If a vacancy happens between elections, it will be filled by a special election at the next monthly Club meeting following the occurrence of the vacancy.**
- b. Club Officers appointed by the Board of Directors will be filled at the next Board of Directors meeting following the occurrence of the vacancy.**

4. Officer Eligibility

- c. Must be a member in good standing.**
- d. Must hold a valid Amateur Radio license.**
- e. Must not have ever had his/her Amateur Radio license revoked or sanctioned.**

5. Officer Resignation

- a. Any Officer may resign his/her position in writing at any time.**
- b. Upon resignation, all records and assets of the Club will be turned over to the President or the Vice-President.**

6. Officer Removal

- a. An Officer may be removed for cause upon written petition of six (6) or more members presented to the President or Vice-President.**
- b. After an investigation is completed by the Board of Directors, the petition will be presented to the membership at the next monthly meeting.**
- c. A vote will be taken at that meeting; removal requires a majority vote of the members in good standing present at that meeting.**

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III DUTIES OF OFFICERS

1. President

- a. To call to order and to preside at all regular and special meetings of the Club according to the rules adopted.**
- b. To announce the business before the meeting in its proper order.**
- c. To state and put all question properly brought before the Club.**
- d. To preserve order and conduct of the meeting according to Roberts' Rules of Order.**
- e. To sign all official documents adopted by the Club.**
- f. To enforce due observance of the Articles of Incorporation and By-Laws.**
- g. To develop and lead a plan to reach the interests, goals, and aspirations of the Club and its members.**

2. Vice-President

- a. To assume the duties of the President in the absence of the President.**
- b. To serve as Sergeant at Arms at the Business Meetings.**
- c. To make sure the meeting roster at each meeting includes everyone in attendance.**
- d. To present the roll-call/attendance list to the Club secretary after the meeting.**
- e. To be liaison to the President, to the local ARRL Section Emergency Coordinator ®, to maintain the Club's participation in the Amateur Radio Emergency Service ®.**

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3. Secretary

- a. To keep accurate minutes of all Club meetings.**
- b. To be responsible for all correspondence of the Club.**
- c. To notify the membership of every meeting of the Club, except when excused by action of these By-laws.**
- d. To keep the By-laws of the Club and have them available at every meeting.**
- e. To note all amendments, changes, and additions to the By-laws.**
- f. To permit the By-laws to be consulted by members upon request.**
- g. To perform such other duties as are inherent in the duties of their office or other duties required by the bylaws or assigned by the President.**
- h. At the end of his/her term, he/she shall turn over all Club materials in his/her possession belonging to the club to the new Secretary.**

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4. Treasurer

- a. To receive all monies due to the Club and provide a receipt.**
- b. To pay all bills of the club as ordered by the membership or the Board of Directors on vouchers signed by the secretary.**
- c. To keep accurate records of the amount and source of moneys and the amounts and purpose of disbursements.**
- d. To deposit all monies of the Club in a place of safekeeping as specified by the Board of Directors.**
- e. Expenses of Five Hundred Dollars (\$500) or less can be authorized by the Board members. Expenses above this amount require approval by the membership (majority vote) at the monthly meeting.**
- f. At the end of his/her term, he/she shall turn over all Club materials in his/her possession belonging to the club to the new Treasurer.**

5. Member-at-Large

- a. To be the immediate past president of the Club. If the immediate past president is elected or appointed to another office on the Board, this office becomes an optional office to be appointed by the Board.**
- b. To be the eyes and ears of the Board, reflecting the heartbeat and condition of the membership.**
- c. To be the liaison with the members, taking questions and maintain the lifeline between the Board and the membership.**
- d. To help guide the Board's strategy through continuity, insight, and a balanced outlook, acting in the best interests of the club.**
- e. The Member-at-Large does not have a vote on the Board of Directors, unless there is a tie vote, then he/she may vote to break the tie.**

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6. Trustee

- a. To be the person who meets the requirements of the Federal Communications Commission as a holder of a club license for desired activities within the amateur radio service, subject to this provision.**
- b. To have the responsibility of keeping their personal license and the club station license current.**
- c. To determine who can use the Club license. It is the duty of the Trustee to act in the best interests of the Club. The Trustee must approve control operators to ensure that the station is operated to the Club standards.**
- d. To keep records and/or logs of Field Day, contesting, or Special Event Station operations – and/or appoint designated club members to help in assisting with these duties – in order to make them available to the FCC upon request.**
 - i. An approved control operator for any Club station event shall keep, retain, and submit to the Trustee a log after the conclusion of said event, resulting in both parties possessing a record of that event.**
- e. The Trustee should hold at least a General Class FCC license.**
- f. The Club Station Trustee will be appointed by the Board of Directors.**
- g. The Club Station Trustee has a vote on the Board of Directors.**
- h. Repeater Expenditures: The Club Station Trustee will confer with the Technical Officer to obtain any required equipment needed to repair or replace needed equipment. They will then confer with the President regarding any expenditures required. The President may approve expenditures up to five hundred dollars (\$500). Expenditures above this amount must be approved by the membership.**

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7. Technical Officer

- a. To be the person charged with the maintenance of the Club repeater by providing its proper operation under the FCC rules and regulations.**
- b. To be the chairperson of the Club repeater committee.**
- c. To encourage amateurs in the Club to share their technical achievements with others.**
- d. To promote technical advances and experimentation within Amateur Radio,**
- e. To work closely with enthusiasts within the Club and surrounding area.**
- f. To be available to give technical talks at Club meetings and assist with education.**
- g. To be the person charged with responsibility of caring for the physical property of the club.**
- h. To hold at least a General Class amateur radio license.**
- i. The Technical Officer will be appointed by the Board of Directors.**
- j. The Technical Officer has a vote on the Board of Directors.**

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8. Public Information Officer

- a. To stay informed of BCRO activities and the happenings of local hams and passing on by way of news releases and other means of communications those that are of public interest.**
- b. To set up and keep track of a list of media contacts for the local area.**
- c. To be a contact for the public and local media so that interested parties who need information about Amateur Radio know where they can find it.**
- d. To make available advance publicity about scheduled Club activities of interest to the general public.**
- e. To promote activities that place Amateur Radio in the public eye and to follow up on interest so generated.**
- f. To be responsible for the maintenance and support of the Club's Website, Facebook, and any other Club online electronic presence.**
- g. To inform the ARRL Arkansas Section Manager of any issue or significant event that has occurred that may either enhance or damage the reputation of the ARRL.**
- h. The Public Information Officer is appointed by the Board of Directors.**
- i. The Public Information Officer has a vote on the Board of Directors.**

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9. All Officers

- a. To accommodate timely discourse with new members and guests, all the Board and Committee Chairpersons should provide the Membership Committee with copies of all new Guest/New Member Profiles received during meetings or at any time as quickly as possible.**
- b. To provide news and content for publishing, all the Board and Committee Chairpersons will communicate with the Newsletter Committee, the Website Committee, and the Social Media Committee as often as necessary.**
- c. All of the Board and Committee Chairpersons should strive to promote and encourage the membership whenever possible.**
- d. If any officer holds more than one office at the same time, he/she will have only one vote on the Board of Directors.**

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IV CLUB OPERATING COMMITTEES

- 1. Various Club committees may be formed, each with a committee chairperson.**
- 2. The committee chairperson will be elected by quorum rules at the monthly meeting.**
- 3. The committee chairperson will present a report to the Club at the business meetings.**
- 4. The committee may request support from the membership as well as beyond the Club to get the assignment completed.**
- 5. The committee may hold meetings separate from the Club Business meetings to organize and plan the activities related to their assignment.**
- 6. Committees listed here are examples and the Board may think of others as required:**
 - a. Newsletter Committee**
 - b. Hospitality Committee**
 - c. HF/VHF Net Committee**
 - d. Field Day Committee**
 - e. Social Media Committee**
 - f. License Testing/Training Committee**
 - g. Emergency Communications Committee**
 - h. Program Selection Committee**

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V MEETINGS

- 1. Regular monthly meetings of the Club shall be held at a place designated by the board. This may include virtual meetings. Special meetings may be called by the President. Reasonable notice under the circumstances, orally or by email, shall be given to the members.**
- 2. Roberts' Rules of Order shall govern all proceedings of this Club unless otherwise specified in the By-Laws.**
- 3. The order of business at all meetings shall be as follows:**
 - a. Opening comments, greetings and introduction of guests and new members. When time permits, the presiding officers shall have the members and other persons present identify themselves.**
 - b. Program or guest speaker, if any.**
 - c. Reading and approval of the minutes of the previous meeting.**
 - d. Treasurer's report.**
 - e. Reading of communications and bills.**
 - f. Reports of officers, committees.**
 - g. Old business.**
 - h. New business.**
 - i. Announcements.**
 - j. Adjournment.**
- 4. At all meetings, a majority of Club members present (in good standing) shall constitute a quorum for the transaction of new business.**

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VI DUES

- 1. Annual membership dues are set by the club. The membership dues become due on January 1st of each year.**
- 2. New members will pay a prorated amount based on the remaining months to the first of the year. A new member paying a prorated amount should contact the Club treasurer for the correct amount and payment method.**
- 3. Only one (1) member can vote under the family membership.**
- 4. These membership dues shall not apply to anyone who has been previously granted life membership in this club.**
- 5. A member three (3) months in arrears shall be dropped from the membership in the club by the Treasurer.**

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VII MEMBERSHIP ASSISTANCE

- 1. The Benton County Radio Operators will, through designated intervention, public relations, and operating committees, provide membership assistance in the following ways:**
 - a. Consultation**
 - b. Education**
 - c. Technical Advice**
- 2. Assistance will be provided for member stations in:**
 - a. Frequency Observance**
 - b. Clean Signal Assistance**
 - c. Uniform Practice**
 - d. Absence of Spurious Radiation from their stations.**
- 3. The Club will also maintain a program to foster and guide public relations.**

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VIII CLUB CALL SIGN

- 1. The Club may choose to apply for a club call sign as allowed by Part 97 of the FCC rules.**
- 2. The President shall assign trusteeship of the Club call sign.**
- 3. This Trustee should normally be the Club repeater Trustee.**
- 4. The Trustee will:**
 - a. Be a member of the Club in good standing.**
 - b. Meet FCC requirements.**
 - c. Not had his/her Radio Amateur license revoked or sanctioned at any time.**

IX ARES®

- 1. ARES® is a program of the American Radio Relay League.**
- 2. The Club will follow the Rules and Regulations of the ARRL's Field Organization as they may be amended from time to time, and by the ARRL policies, rules and guidelines as found in ARRL publications.**

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X DISSOLUTION OF THE CLUB

- 1. In the event that the Executive Board of Directors votes that the Benton County Radio Operators should be dissolved, the motion for dissolution must receive more than two-thirds (2/3) vote of the total membership to pass.**
- 2. The Board of Directors will handle the disbursement of all assets of the Benton County Radio Operators.**
- 3. No member or group of members will receive benefit from the assets.**
- 4. The membership will determine the disposal of all remaining assets.**
- 5. All personal property on loan from members will be returned.**

XI AMENDMENT PROCEDURE

- 1. Any proposal for (an) amendment(s) to the by-laws shall be submitted in writing to the president or any other officer of the club not less than twenty-one (21) days before the regular meeting.**
- 2. The Secretary will distribute ballots to the voting members in good standing.**
- 3. Fifteen (15) days after the distribution of the ballots, a tally will be made of all ballots in the possession of the Club.**
- 4. Approval by a two-thirds (2/3) majority of those ballots will be required for adoption of the amendment(s).**

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XII APPENDICES

Appendix 1: Articles of Incorporation for IRS 501 (c) (3) Organizations

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Articles of Incorporation for IRS 501 (c) (3) Organizations

As allowed by Publication 557 from the IRS. 501 (c) (3) status granted on August 28, 2003.

Articles of Incorporation of the undersigned, a majority of whom are citizens of the United States, desiring to form a small Non-Profit Corporation under the Non-Profit Corporation Law of, and adhering to the gross receipts tests as defined on page 23 of IRS Publication 557, do hereby certify:

First: The name of the Corporation shall be Benton County Radio Operators.

Second: The place in this state where the principal office of the Corporation is to be located is the City of Rogers, Benton County.

Third: Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Fourth: The names and addresses of the persons who are the initial trustees of the corporation are listed in the application.

Fifth: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Sixth: Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this March 10th, 2026

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Current Club Officers

Paul Blomgren, KC7DQY
President

William L. Rogers, K5WLR
Vice-President

Susan D. Walker, KI5CXH
Secretary

Susan D. Walker, KI5CXH
Treasurer

William L. Rogers, K5WLR
Trustee

Steve Warner, K5SAW
Technical Officer

Van Allen, W5VAN
Public Information Officer

Darryl Wagoner, WA1GON
Member-at-Large

ADDITIONAL INFORMATION

The Benton County Radio Operators Club was established in 1996.

The Club was granted 501 (c) (3) status on August 28, 2003.

The Employer Identification Number for tax purposes is: 84-16 19429.

The DLN number is: 403211104.