

ARRL STANDING ORDERS

(Update July 21, 2021)

ARRL Standing Orders are Board actions that have lasting effect and are not otherwise incorporated into the working documents of the organization.

Standing Orders are not Bylaws, so they may be amended or deleted at any time, either permanently or temporarily, by normal action of the Board or the Executive Committee.

The ARRL Standing Orders were completely reviewed between 1989 and 1992. Revised Standing Orders were adopted in three phases: at the July 1989 Second Meeting (Minute 22), the January 1991 Annual Meeting (Minute 24), and the November 1992 Executive Committee meeting. During 2003 the Executive Committee reviewed the Standing Orders, and a number were deleted by Board action in July 2003 and January 2004. Further review during 2004 resulted in additional deletions and amendments in January 2005. The Executive Committee review was completed in January 2006 and resulted in additional deletions. In October 2010 the Executive Committee brought the list up to date by incorporating the additions and changes adopted by the Board through July 2010. Board actions through the July 2014 meeting were added editorially. The Executive Committee conducted another review during 2015 that resulted in a significant reduction in the number of Standing Orders by Board action at its January 2016 meeting. A further review by the Executive Committee is expected during 2016 to update or otherwise amend additional Standing Orders.

Standing Orders adopted before 1983 were revised and restated at the 1989 Second Meeting or the 1991 Annual Meeting. These bear the numbers, from 1 to 132, that were assigned at that time. [Secretary's note: Because so many of the early Standing Orders have been deleted, and because the numbering system used prior to 1983 offers no information as to when the motion was adopted that resulted in the Standing Order, it would be appropriate to eliminate the references to the 92 deleted Standing Orders from prior to 1983 and to renumber the remaining 40 Standing Orders.]

For Standing Orders adopted in 1983 and later years, the numbering system is that the first three digits indicate the year and whether the Standing Order was adopted at the first or the second meeting of the year, and the last two digits indicate the Minute at which the Standing Order was adopted. For example, "89-2.21" indicates that the Standing Order was adopted at Minute 21 of the Second 1989 Meeting.

Standing Orders

1 and 2) [Deleted January 2016]

3) [Deleted July 2003]

4) [Deleted January 2004]

5) [Deleted January 2005]

6 and 7) [Deleted July 2003]

8, 9 and 10) [Deleted January 2016]

11) The Chief Executive Officer shall automatically recognize long-term membership and express appreciation of that support through a system of awards as follows:

10 Years certificate

25 Years 25-year pin and certificate 40

Years 40-year pin and certificate

*50 Years 50-year pin and certificate

*60 Years 60-year pin and certificate

*70 Years 70-year pin and certificate

*Plaque offered at cost plus shipping (Note: Effective July 2011 through the end of 2014, staff was authorized to provide 70 and 80-year ARRL membership plaques at no charge to the member. Because the numbers are so small, this practice has been continued beyond 2014.)

Headquarters staff is to inform the Director of members in his or her Division that are eligible for the 50, 60, and 70-year awards in order to provide the Director an opportunity of arranging a presentation in person. [Amended July 2004, July 2011 and July 2012]

12) [Deleted January 2005]

13) [Deleted July 2021]

14) Certificates issued by League HQ for operating-achievement awards and for awards in major contests shall bear the name and signature of the President of the ARRL.

15) [Deleted January 1996]

16) [Deleted January 2004]

17) [Deleted January 2016]

18) [Deleted January 2004]

19) The Secretary is directed to inform all Directors at least two weeks before the formal call for the Board meeting, that such call will be made, giving the date, so that Directors have sufficient time to file notice to changes in Articles of Association and By-Laws before the formal meeting notice is mailed. [Amended January 2005]

20) [Deleted July 2003]

21 and 22) [Deleted January 2005]

23) [Deleted January 2016; policy is included in election rules]

24) [Superseded by 13-2.16]

25) The Minutes of Board meetings will show the name of the person seconding each motion.

26) [Deleted January 2005]

27)[Deleted January 2005]

28)[Deleted January 2005]

29) Upon the request of any Director, there shall be furnished to each Director a written copy of any motion prior to a vote on that motion.

30) Each Director offering a motion requiring the expenditure of funds for implementation shall include with the motion his estimate of the costs involved and the suggested method of funding those costs.

31) [Deleted January 2016]

32) The annual budget shall be submitted to the Board at least 30 days prior to ratification as prescribed in By-Law 38.

33) The Chief Executive Officer is instructed to prepare the annual financial statements of the League and make them available to members at no cost. [Amended January 2005]

34) [Deleted July 2016]

35) The Chief Executive Officer cannot spend more than \$25,000 on capital improvements if not

in the budget, without the approval of the Administration and Finance Committee.

36) [Deleted January 2016]

37) The Chief Executive Officer is authorized to reimburse postage, telephone, and similar expenses (not including travel), up to a maximum of \$500 annually per Advisory Committee, incurred by Advisory Committee members and approved by the Committee Chairman.

38) [Amended; now 91-1.57]

39 to 42) [Deleted January 2005]

43) [Deleted January 2016]

44) [Deleted January 2005]

45) Division Directors are authorized to attend ARRL National Conventions with expenses incurred chargeable to authorized Division allotments.

46 and 47) [Deleted January 2005]

48) The Secretary is directed to furnish Vice Directors with certificates and pins similar to those furnished to Directors.

49 and 50) [Deleted January 2005]

51) [Deleted January 2005; AD certificate to be available via ARRL Web site.]

52) The Chief Executive Officer is instructed to provide Directors and Vice Directors with current copies of each League publication on request. [Amended January 2005]

53) The Vice Director of each Division may be reimbursed for expenses incurred in performing duties on behalf of the League provided (1) each duty or series of duties shall have been specifically authorized in writing by his Director prior to their performance and (2) such expenditures, when added to the other authorized expenditures of the Director, do not exceed the amount budgeted for that Division by the Board of Directors.

54)[Deleted January 2016]

55) Blank

55A) All major changes in contest and award rules and membership services shall be communicated to Officers, Directors and Vice Directors prior to the general announcement of the change. [2020-2.26]

55B) Comments and petitions to the FCC shall be made available to the Executive Committee for review prior to filing.

56) [Deleted January 2005]

57) [Superseded by 92-1.75]

58) [Deleted January 2016]

59) Upon request, elected League Officials shall be sent *QST* by first-class mail.

60) [Deleted January 2016]

61) The Secretary or his/her designee shall be responsible for maintaining the *Director's Workbook* of procedural and historical information, for online reference by Officers, Directors and Vice Directors.

62) After leaving office, in recognition of his or her service, a Director of the ARRL is authorized to use the title of Past Director.

63) Insofar as possible, the President and Chief Executive Officer of the ARRL shall endeavor to maximize the utilization of qualified volunteer services in conduct of League affairs, such volunteers to include the Officers, Board of Directors and members of the ARRL.

64) Photographs of all current and past Presidents of the ARRL shall be prominently displayed at the ARRL HQ.

65) A distinctive jeweled pin shall be provided for the League President and Vice Presidents.

66) [Deleted July 2016]

67) The Chief Executive Officer shall prominently display, at the entrance of HQ, the names of the past and present Directors in each Division and the years served.

68) [Deleted January 2016]

69) Distinguished members of the League may be elected as Honorary Vice Presidents of the League in order to recognize their outstanding contributions to ARRL and Amateur Radio. Candidates may be nominated in accordance with the following criteria.

Service Eligibility:

- (a) Volunteers: Not less than 15 years of service as an official of the League, elected by the Board or the membership.

(b) Staff: Not less than 25 years of service to the League, which could include prior or subsequent service as an elected official, similar to (a) above.

Achievement Eligibility:

(a) Volunteers: Must have made an exceptionally notable contribution to the health and strength of ARRL which is clearly and demonstrably above and beyond the call of duty. Must have demonstrated leadership among leaders, including service as either a committee chairman or officer.

(b) Staff: Must have contributed significantly, above and beyond the call of duty, to the efficiency and unity of League affairs.

General Consideration:

(a) Not less than 30 days before the election of Honorary Vice Presidents, the Officer or Director making a nomination must supply a written biographical sketch to the Directors. This sketch shall fully substantiate the candidate's term of qualifying service and shall spell out in detail the candidate's extraordinary accomplishments that justify election as an Honorary Vice President.

(b) No elected official of the League or member of the staff may serve simultaneously as an Honorary Vice President.

(c) The election of an Honorary Vice President requires eight affirmative votes cast by secret ballot. Only the fact of election or non-election shall be announced by the tellers. The vote count shall not be announced.

70) The Board creates the position of "Director Emeritus" in recognition of those members of the Board that have served the League with superior performance and distinction. Recognition shall be in the form of a certificate, suitable for framing, citing the number of years of notable service and the offices held. There shall be no limit to the number of Directors Emeritus nominated or elected and Board members only are to be considered regardless of length of service. The Director Emeritus candidate may have his name placed in nomination at a Board meeting provided each Director shall receive a written statement of intent to nominate accompanied by the qualifications of the nominee. The elected Director Emeritus shall be suitably recognized in *QST*.

71 and 72) [Deleted January 2016]

73) [Deleted January 2004]

74 and 75) [Deleted January 2016]

76 and 77) [Deleted January 2006]

78) [Deleted January 2004]

79) Where necessary for clarification, HQ shall include a copy of the original correspondence from a member when sending a copy of an answer by HQ personnel to the Director of the Division involved.

80) [Superseded by 95-1.72]

81 and 82) [Deleted January 2016]

83) [Superseded by 90-1.72]

84) QSL cards on file which are unclaimed for a period longer than 90 days may be destroyed by the district QSL manager without further authority.

85) [Deleted January 2016]

86) Full members temporarily residing in other areas than their home Divisions may receive absentee voting ballots for their home Division in Director elections upon written application to the Secretary received by September 10 of each election year.

87) [Deleted January 2004]

88 to 91) [Deleted January 2006]

92) [Deleted January 2016]

93) In the best interests of the ARRL and its DX QSL bureau services, and in continuation of present policy, when the present operator of a QSL bureau no longer desires to continue its operations, the responsibility will be assigned to an approved ARRL affiliated club, if practical.

94) [Deleted January 2006]

95) [Deleted January 2004]

96) [Deleted January 2006]

97) [Deleted January 2004]

98 and 99) [Deleted January 2006]

100 and 101) [Deleted January 2016]

102) [Deleted January 2006]

103) [Deleted January 2004]

104) A strong and appropriate disclaimer is to be noted upon all materials and responses made to requests for assistance or inquiries involving legal matters; it is the intent and sense of the Board, and accordingly, League policy, that the League is not furnishing legal aid or advice to anyone and that any response made by the League be understood to be general guidance pointing only to an appropriate source of help.

105) The Chief Executive Officer shall offer any newly elected or re-elected Section Manager a complimentary copy of the *ARRL Handbook for Radio Communications* and a set of training/operating manuals to aid in his Field Organization efforts.

106) [Deleted July 2016]

107) [Deleted January 2016]

108) [Deleted January 2006]

109 and 110) [Deleted January 2004]

111) [Deleted July 2016]

112 and 113) [Deleted January 2006]

114) A monthly award consisting of a suitably mounted cover of that month's issue of *QST*, shall be made to the person submitting the best contributed article for the particular issue as determined by an online poll open to ARRL members.

115) [Deleted January 2016]

116) [Deleted July 2003]

117) [Deleted January 2016]

118 and 119) [Deleted January 2006]

120) [Deleted January 2004]

121 and 122) [Deleted January 2016]

123) [Deleted January 2004]

124, 125 and 126) [Deleted January 2016]

127) [Deleted January 2006]

128) [Deleted January 2016]

129) The Chief Executive Officer shall purchase all items that are to be evaluated in *QST*'s "Product Review." After completion of such evaluation, the item shall be made available for sale.

130) [Deleted January 2006]

131) The rate allowable for reimbursement of automobile travel on League business is equivalent to that prescribed by the Internal Revenue Service as the amount which is not taxed as income under their current regulations.

132) The Chief Executive Officer shall obtain the approval of the appropriate Division Director prior to official travel by HQ employees to clubs, conventions, hamfests, and the like as well as to events of general public interest designed to promote facets of Amateur Radio.

83-2.20) [Deleted July 2003]

83-2.81) The following policy statement shall be printed adjacent to the band plans published in future editions of the *ARRL Repeater Directory*: "The ARRL supports regional frequency coordination efforts by amateur groups. Band plans published in the *ARRL Repeater Directory* are recommendations based on a consensus as to good amateur operating practice on a nationwide basis. In some cases, however, local conditions may dictate a variation from the national plan. In these cases, the written determination of the regional frequency coordinating body shall prevail and be considered good amateur operating practice in that region."

84-1.44) The following Standard Operating Procedure for ballot counting in elections for Director and Vice Director is adopted:

Committee of Tellers

Standard Operating Procedure

1. Other than the Committee of Tellers, the only persons permitted to be present during ballot counting shall be:

a) Persons authorized by the League Secretary to perform clerical duties;

b) Representatives of the Public Accounting firm;

c) Persons authorized by the Committee of Tellers;

d) Candidates or their authorized representatives exercising their rights to observe pursuant to the

Bylaws.

2. With regard to 1(a) above, the Secretary shall furnish a list of these assistants and their designated tasks to the Committee prior to the start of counting procedures. No other employees of the League shall be permitted to enter the rooms set aside for the counting.

3. The Committee may utilize volunteer assistance from other members of the Board who are present, either Directors or Officers, provided that no Director may participate in any fashion in the counting of ballots from their Division of residence, whether or not they are a candidate.

4. Rooms used at League HQ for the ballot counting process shall be posted with notices to unauthorized persons to keep out.

5. Ballots that are questioned as to validity shall be resolved prior to any final count. It shall be the policy of the Committee to count ballots as valid whenever the clear intent of the voter can be determined. Questioned ballots will be resolved only by members of the Committee. Neither staff nor other volunteer assistants shall offer comments regarding questioned ballots.

6. No election results shall be publicly announced to third parties prior to certification of the count by the Committee of Tellers.

7. Upon completion of the ballot counting and certification, the results shall be communicated to candidates in an expeditious manner, by telephone or electronic means.

8. This SOP shall be posted at the entrance to the ballot counting room(s).

84-2.17) [Deleted January 2016]

84-2.25) [Deleted July 2003]

84-2.36) [Deleted January 2004]

84-2.39) [Deleted January 2004]

84-2.48) VHF/UHF *Repeater Directories* published by the ARRL shall include within the directory a designation to show the difference between a repeater that has been coordinated by the Area Frequency Coordinator and one that has not.

84-2.96) [Deleted January 2016]

85-1.49) [Deleted January 2004]

85-1.60) Past Directors, Vice Directors and Officers are permitted to obtain, at cost, Officials' QSL Cards indicating their former status.

85-1.80) [Deleted January 2016]

85-2.36) [Deleted January 2004]

85-2.51 and 85-2.63) [Deleted January 2016]

86-1.56) [Deleted January 2006]

86-1.72) [Deleted January 2006]

86-1.78) [Deleted January 2006]

86-1.95) [Deleted July 2016]

86-2.18) [Deleted January 2016]

86-2.52) [Deleted January 2006]

86-2.63) A "Legal Research and Resource Fund" is established to provide for research and expert opinions and filing of amicus curiae briefs in Amateur Radio-related legal proceedings. Any such assistance shall be upon recommendation of the Amateur Radio Legal Defense & Assistance Committee. The fund shall be supported by voluntary member contributions. (See also Minute 43, January 2010 Board Meeting)

86-2.73) [Deleted January 2006]

87-1.70) [Deleted January 2006]

87-1.78, 87-2.89 and 87-2.90) [Deleted January 2016]

88-1.33) [Deleted January 2006]

88-1.36) [Deleted January 2006]

88-1.69) [Deleted January 2006]

88-1.82) To remain consistent with all other Field Organization appointments, all National Traffic System officials in the United States above the Section level, including, but not limited to, Region Net Managers, Region Packet Managers, Area Net Managers, Transcontinental Corps Directors and Area Staff Members-At-Large must hold full membership in the ARRL at the time of their appointment or election, and must maintain ARRL membership throughout their tenure.

88-2.53) [Deleted; see 97-1.52]

88-2.61) [Deleted January 2016]

88-2.68) [Deleted January 2004]

89-1.29) [Deleted January 2016 (Statement of Purpose of the ARRL/VEC is contained in the Volunteer Examiner Manual)]

89-1.43) Newly elected Directors and Vice Directors are to be placed on electronic mail, put on the distribution list for the Directors' Letters, and start receiving copies of correspondence from members (new Directors only) as soon as declared elected.

89-1.93) [Deleted January 2006]

89-1.99) [Deleted January 2006]

89-1.109) The Secretary is directed to make available to members via the ARRL website copies of the reports of the Standing Committees of the Board, Ad Hoc Committees, and Advisory Committees following each Board Meeting as soon as possible after posting of the Board Minutes.

89-1.116) [Deleted January 2016]

89-1.119) [Deleted January 2006]

89-1.127) [Deleted January 2004]

89-2.21) The following revised version of "The Amateur's Code" is adopted: **The**

Radio Amateur is:

CONSIDERATE...never knowingly operates in such a way as to lessen the pleasure of others.

LOYAL...offers loyalty, encouragement and support to other amateurs, local clubs, and the American Radio Relay League, through which Amateur Radio in the United States is represented nationally and internationally.

PROGRESSIVE...with knowledge abreast of science, a well-built and efficient station and operation above reproach.

FRIENDLY...slow and patient operating when requested; friendly advice and counsel to the beginner; kindly assistance, cooperation and consideration for interests of others. These are the

hallmarks of the amateur spirit.

BALANCED...radio is an avocation, never interfering with duties owed to family, job, school, or community.

PATRIOTIC...station and skill always ready for service to country and community.

89-2.37 and 89-2.83) [Deleted January 2016]

90-1.48) [Deleted January 2006]

90-1.63) [Superseded by 20-2.37]

90-1.64) [Deleted January 2006]

90-1.72 and 90-2.37) [Deleted January 2016]

90-2.45) An ARRL "National Certificate of Merit" shall be made available to recognize achievements of members contributing substantially to the furtherance of the goals of the Amateur Radio Service, in a manner of national significance. Such award shall be bestowed by the President following approval of the Executive Committee or the full Board.

90-2.67) When a mail vote of the Board is conducted in accordance with Article 6, the minutes of the next EC meeting shall include a report of the vote, including who made the motion to poll the Board, the date the vote was conducted, and a report of the division of the vote.

91-1.46) [Deleted January 2016 (Volunteer Consulting Engineer program documented elsewhere)]

91-1.57) [Superseded by 92-1.39]

91-2.64) [Deleted January 2016]

92-1.35) [Rescinded; see 99-1.53]

92-1.39 and 92-1.42) [Deleted January 2016]

92-1.59) The Chief Executive Officer shall recognize Affiliated Clubs for continuous affiliation beginning at 25 years and at 25-year intervals thereafter.

92-1.70) [Deleted January 2006]

92-1.75) [Superseded by 04-1.39]

92-1.76) [Deleted January 2004]

92-2.42, 92-2.51 and 92-2.57) [Deleted January 2016]

92-2.66) [Deleted January 2014]

93-1.15 and 93-1.19) [Deleted January 2016]

93-1.41) [Superseded by Minute 65, 2001 Annual Meeting]

93.2-15) [Deleted January 2006]

93-2.17) [Deleted July 2016]

93.2-37 and 93.2-53) [Deleted January 2016]

93.2-59) [Deleted January 1997]

93-2.63) [Deleted January 2016]

93-2.68) It shall be ARRL policy to support the spectrum requirements of the International Amateur Radio Union.

94-1.66) [Deleted January 2016]

94-2.33) [Deleted January 2006]

94-2.35) [Deleted January 2016; Bill Leonard Award is documented elsewhere]

94-2.53) The Chief Executive Officer shall take necessary steps to insure the continued ARRL participation in the USTTI program aimed at providing timely training concerning Amateur Radio administration. Special emphasis should be placed on recruiting students who are opinion leaders from target countries as identified by the IARU.

95-1.72) The Secretary shall publish each year an "Annual Report of the ARRL."

95-1.82 and 95-2.77) [Deleted January 2016]

96-1.46) [Deleted January 2006]

96-1.86) [Deleted January 2006]

96-2.25) [Deleted January 2004]

96-2.69) In exchange for supplying information concerning location, operational characteristics

and coordination status of repeaters and similar amateur stations without constraint, staff is authorized to reimburse each recognized local frequency coordination body an amount equivalent to the cost of collecting such data independently, such payment to be made annually to each local frequency coordination body. In failure of freely supplied information without constraint, staff may acquire data independent of any prior agreement.

96-3.66) No convention or hamfest may have more than one member of the ARRL staff in attendance at ARRL expense unless approved in advance by the President. Such staff members shall only attend with the prior consent of the Division Director.

97-1.51) [Deleted January 2004]

97-1.52) [Deleted July 2016]

97-2.27 and 98-1.25) [Deleted January 2016]

98-1.42) The President is authorized to appoint a volunteer ARRL Amateur Radio Direction Finding Coordinator. The ARDF Coordinator shall be responsible for promoting ARDF in the United States in concert with the IARU regional organizations and member-societies in Region 2 and other parts of the world and shall submit a written progress report to the Board prior to each regular meeting of the Board.

98-1.47) [Deleted July 2003]

98-2.33) [Deleted January 2004]

98-2.35) Staff is directed to make "@arrl.org" e-mail addresses available to formerly elected officials who are current League members, upon their request and agreement to abide by the rules for such use.

99-1.53) Standing Order 92-1.35 is rescinded.

99-2.32) The Board adopts the recommendations of the Executive Committee that, without changing the name of the organization, the abbreviation "ARRL" should be emphasized in conjunction with the tag line, "The National Association for Amateur Radio."

99-2.34) The Board adopts the recommendation of the Executive Committee that the following procedure shall be followed for filling a vacancy for IARU Secretary: The ARRL President shall submit a proposal to the Executive Committee. If the Executive Committee is in agreement with the proposal, it shall be forwarded to the full Board for ratification by mail vote.

99-2.50) The Board urges the staff to publicize the availability of the mediation program described

in the document entitled "The American Radio Relay League, Inc. Mediation Service.

99-2.54) [Deleted January 2006]

99-2.61) [Deleted January 2006]

00-2.38) [Deleted January 2016]

01-2.26) [Deleted January 2016]

01-2.27) ARRL Field Day rules shall support the full participation of all Region 2 countries, and an invitation extended to all Region 2 radio societies to participate in Field Day.

01-2.54) [Deleted January 2016]

01-2.66) [Deleted July 2016]

01-2.67) [Deleted January 2016]

01-2.69) [Deleted July 2016]

02-1.33 and 02-1.67) [Deleted January 2016]

02-2.29) The ARRL Endowment is created to perpetuate the missions of the American Radio Relay League as a repository for current and planned gifts and for the exclusive use of the American Radio Relay League. The Endowment shall support the ARRL mission to foster all aspects of the Amateur Radio service, including, but not limited to, advocacy, education, public service, research and technology, and historic preservation of Amateur Radio artifacts. The Endowment may accept contributions from current giving and planned gifts. Gifts to the ARRL Endowment may be unrestricted, temporarily restricted, or permanently restricted. The ARRL ~~Endowment~~ funds are to be invested to ensure the preservation and enhancement of the corpus, and consistent with the investment policy of ARRL as approved by the Board of Directors. (Note: See also Minute 40, 2004 Annual Meeting.)

02-2.30) The Executive Summary of Planned Giving Guidelines shall guide the planned giving program of the ARRL. The Administration and Finance Committee shall serve in an advisory capacity in furtherance of the goals of the program.

02-2.31, 02-2.34 and 02-2.35) [Deleted January 2016]

03-2.26) Resolved, that no new Bulletin Manager or Official Bulletin Station appointments be granted, that existing Bulletin Manager and Official Bulletin Station appointments may be renewed

at the discretion of the cognizant Section Manager, and that the Bulletin Manager and Official Bulletin Station appointments be eliminated from the Field Organization at such time when there are no active Bulletin Manager and Official Bulletin Station appointments, respectively.

03-2.27) The Section Emergency Coordinator in all 71 ARRL Sections should develop, implement, and maintain a comprehensive Section Emergency Plan. A current copy of each plan should be maintained on file by each SEC with the SEC's Section Manager and the Field Services and Radiosport Department at ARRL Headquarters. This comprehensive Section Emergency Plan should be reviewed and updated annually.

04-1.37) The ARRL Board of Directors resolves that blanket liability waivers are disfavored by ARRL as a matter of policy because they are contrary to the public interest and the promotion of volunteerism. ARRL discourages event sponsors from requiring such waivers as a condition of accepting the volunteer service of radio amateurs at public service and public safety events.

While ARRL takes no position as to whether field organization participants should sign such blanket waivers when required by the event sponsor, radio amateur participants are cautioned that the signing of these blanket waivers may preclude recovery of any loss they incur as the result of their volunteer services, no matter what the cause of the loss.

04-1.39) The Board of Directors authorizes the attendance of Vice Directors at Board Meetings. Expenses for attendance will be chargeable to the Board Meeting account. [Amended January 2005]

04-1.41) ARRL Financial Control Policies are as follows:

1.1 Recommended Financial Control Policy Applicable to Permanently Restricted Funds. Since the use of Permanently Restricted Funds requires the pre-approval of the Board of Directors, it should consider the funding source based on a recommendation of the CEO. Should it be recommended that cash be withdrawn from the Investment Portfolio, an affirmative vote of the Board is required to affect the transfer.

2.0 Recommended Financial Control Policy Applicable to General Funds. A Board approved formula will be used as the basis for determining the maximum amount that can be withdrawn from the General Fund portion of the Investment Portfolio for the purpose of balancing the League's cash flow.

2.1 Recommended General Fund Withdrawal Formula. For purposes of determining the maximum allowable withdrawal from the General Fund portion of the Investment Portfolio, the following formula will apply:

The Maximum Allowable Withdrawal will be the sum of the (a) proportionate share of estimated earnings (interest and dividends) for the current year, (b) plus the net realized gain apportioned to the General Fund and (c) 6 percent of that portion of the Investment Portfolio

applicable to the General Fund.

2.2 Recommended Policy of Allocating Investment Portfolio Income.

Interest and Dividend Income derived from the Investment Portfolio will be allocated among the three sectors (Life Membership, Permanently Restricted and General Fund) proportionately, based on the sectors' average balance at market as a percentage of the total average balance at market of the portfolio.

2.3 Recommended Financial Control Policy Applicable to the Life Membership Program. If operationally generated cash flow is insufficient to cover the annual cost of the Life Membership Program, a transfer of cash from the LMP portion of the Investment Portfolio, not to exceed the total annual cost of the program, will be permitted without Board approval.

3.0 Recommended Policy. All Financial Control Policies should be reviewed periodically by the Administration & Finance Committee, with any recommendations for change being submitted to the Board of Directors at its next Annual Meeting.

04-1.42) Any motion to create or substantially modify a program or activity shall include documentation of the expected revenue and expense generated by the proposed program or activity.

04-2.20): The ARRL Board adopts the policy that ARES® groups, and any group using the ARES® logo, shall acknowledge the nature of the ARES® program as an ARRL program, and abide by the guidelines of the program established by ARRL as amended from time to time, according to the following principles:

1. Each ARES® group will, when using the term "ARES" or "Amateur Radio Emergency Service," utilize the ® symbol in any printed matter or in any electronic media and will acknowledge that both logos are registered marks of the American Radio Relay League, Incorporated and are used by permission.

2. In bylaws or other organizational documents, or by amendment of any existing bylaws or organizational documents, ARES® groups will acknowledge that ARES® is a program of the American Radio Relay League, and that entity 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.

3. All ARES® records, membership rosters, and other data pertaining to the ARES® program wherever located are the property of the American Radio Relay League, Incorporated.

05-1.21) [Deleted January 2016]

05-2.22) [Superseded by 12-2.24]

05-2.23) The American Radio Relay League, Inc. authorizes each person holding any of the

following officer positions: Chief Executive Officer; Treasurer; and Chief Financial Officer; acting alone, to (1) establish one or more deposit accounts and additional accounts from time to time; and (2) to designate from time to time, persons to operate each account.

05-2.38) The ARRL Board adopt[s] a policy that any Director can request that a vote be conducted by roll call.

06-1.31) [Superseded by the adoption of new Bylaw 5 at Minute 16, January 2009 Board Meeting]

06-1.33) The removal of any securities from custody/safekeeping free of payment must be authorized by the President and Treasurer.

06-1.34) In the absence of the Treasurer, the President [is] authorized to implement and complete investment securities transactions for a period not to exceed 90 days.

06-1.40) The following ARRL Education Mission and Vision Statement is adopted: ARRL will advance the art and science of radio through education,

(1) by providing instruction and instructional materials to prepare new Amateur Radio operators for licensing as well as to prepare licensed amateurs to upgrade to higher levels of licenses;

(2) by advancing the knowledge of radio science and operating skills among licensed operators through instruction, publications and activities;

(3) by training radio amateurs in the skills needed to provide service to their communities in times of emergency;

(4) by engaging youth in the magic of radio, inspiring them to further personal investigation in the sciences and engineering as well as expanding their horizons to promote global goodwill through contact with cultures around the world; and

(5) by expanding interest and understanding of the science of radio and the application of wireless technology in daily life.

Through its educational efforts ARRL will enrich lives through lifelong learning and achievement and provide service to local communities. ARRL educational outreach's objective is to inspire exploration in radio science and serve as a catalyst for new scientific discoveries and new technologies.

07-2.26) The ARRL Board thanks existing VHF/UHF frequency coordination groups for their efforts to promote orderly use of amateur frequencies and requests that the groups extend their efforts to coordinate digital systems such as D-Star, considering bandwidths actually required for successful operation.

07-2.30) The ARRL Board of Directors adopts the following policy relating to memoranda of understandings with other parties:

“Ideally, Amateur Radio emergency communications volunteers participating in ARRL-sponsored programs should not be required by served agencies to undergo background investigations of any kind. However, it is generally acceptable for a served agency to require these volunteers to undergo a criminal background check, preferably performed by a law-enforcement entity. It is not reasonable for a served agency to require these volunteers to consent to credit checks, mode of living investigations, or investigative consumer reports. In negotiating or renegotiating memoranda of understanding that commit the League to provide volunteer emergency communications support, the League must be assured that these volunteers will not be required by the partner organization to consent to credit investigations, mode of living investigations, or investigative consumer reports.”

08-1.34) The ARRL Board of Directors affirms its support for the retention of double-sideband AM as a permitted emission in the Amateur Radio Service.

08-1.35) ARRL Staff is directed to send all ARRL election ballots intended for ARRL Pacific Section Members via First Class US Mail.

09-1.25) The Whistleblower policy as recommended by the Administration and Finance Committee [is] adopted.

09-1.26) In accordance with the recommendation of the Administration and Finance Committee regarding the establishment of a 403(b) pension plan for the staff of the ARRL,

BE IT RESOLVED that ARRL is authorized to take any necessary actions to implement the company’s 403(b) Plan, (herein referred to as the “Plan”).

BE IT FURTHER RESOLVED that ARRL accepts the appointment of Reliance Trust Company as Custodian for the Plan, the appointment of The Standard as the Plan’s record keeper and authorizes the creation of a written plan document.

BE IT FURTHER RESOLVED that The Standard, the Plan’s recordkeeper, shall be authorized to deliver all instructions from ARRL relating to Plan contributions, investments and distributions to Reliance Trust Company, and The Standard shall be fully protected in relying on such instructions.

BE IT FURTHER RESOLVED that the following individuals will be authorized to act on behalf of ARRL: Chief Executive Officer; and Chief Financial Officer. [Amended 19-2.22]

09-2.25) [Deleted January 2016]

09-2.26) The Board establish[es] the Emergency Liaison Station appointment. This is a national level appointment conferred by ARRL Headquarters. The ELS will utilize Voice over Internet Protocol to amateur HF or VHF linking in order to bring W1AW presence into emergency nets and drills.

09-2.30) [Deleted January 2016; George Hart Award terms of reference are documented elsewhere]

09-2.34) The Terms of Reference for the Hiram P. Maxim Award [are modified to] require that nominees be current ARRL members.

09-2.36) The Chief Financial Officer is directed to forward the annual proposed budget by email in a PDF format to Officers, Directors and Vice Directors.

10-1.57) Both agendas and minutes for ARRL Board and Executive Committee meetings will be posted on the ARRL web site, and members who wish to be sent copies by e-mail can request them via a selection on the ARRL Member Data Page.

10-2.34) Publication printing contracts valued at or in excess of \$20,000, or other contracts and agreements valued at \$10,000 or greater must be reviewed from a legal standpoint by the ARRL General Counsel.

11-1.26) The Board adopts the policy on electronic recording of ARRL Board and committee meetings recommended by the Executive Committee, effective as of the end of this meeting.

11-2.18) Effective with the minutes of the 2016 Second Meeting of the Board of Directors the procedure for the approval of Board meeting minutes will be as follows:

1. The Secretary will circulate draft minutes to Board members as soon as possible after the meeting.
2. Once Board members have had the opportunity to review the draft and offer comment, a final draft will be circulated.
3. Three business days after distribution of the final draft, the Secretary will call for a vote by electronic mail to approve the minutes.
4. The minutes will be declared as approved upon the receipt of affirmative votes of eight or more directors within three business days of the call for the vote.
5. The final minutes will be made available to members following formal approval. [Updated 18-1.44]

12-1.51) The Board tasks the ARRL Executive Committee along with such additional assistance as the Executive Committee deems necessary, with the responsibility to periodically review the [National Broadband Plan Committee] Report; assess new or increased Broadband challenges to Amateur Radio Service spectrum; to recommend any appropriate revisions to the responsive

strategies set forth in the NBP Committee Report; and to implement such of the Report's strategies as the Executive Committee should deem suitable for the defense of Amateur Radio Spectrum with particular attention to the bands most substantially and/or immediately threatened.

12-2.24) The revised ARRL Investment Policy Statement is approved.

12-2.29) The ARRL Board of Directors adopts Guidelines, Policies or Terms of Reference regarding the accession, care and deaccession of documents, images or artifacts in the ARRL Historical collection as proposed by the Historical Committee.

12-2.31) [Deleted January 2016]

13-2.16) Election to the Executive Committee requires a majority of the ballots cast, i.e., eight votes if there are fifteen Directors voting. The five candidates with the most votes will be elected. If a tie vote results in an indeterminate outcome, re-balloting will be conducted between or among the candidates who tied; those candidates with more votes will be declared elected and those with fewer votes will be eliminated from further balloting.

If fewer than five candidates receive a majority, those who received a majority will be declared elected and re-balloting will occur between or among candidates who received less than a majority.

14-2.34) Division Directors will have the option of having emails to their entire Division or a subset thereof held for review or automatically and immediately sent without being held. Each Director will be able to change their preference at any time electronically.

16-1.38) Section 7.2 of the ARRL Travel Policy is amended as follows: Directors – Travel within their own Division is at the discretion of each Director. Travel to neighboring Divisions on official ARRL business shall be coordinated with advance notification to the Director of the Division being visited. Division budgets may be used for travel on official ARRL business to the Dayton Hamvention, extending stays at headquarters and making an additional trip annually to Headquarters for those Directors serving on committees that do not hold four meetings a year there.

16-2.22) The ARRL Board resolved that the Employer hereby amends the Plan, effective October 1, 2016, to allow Roth Deferrals as provided for in Article III of the 403 (b) Prototype Plan, and that the proper officers of the Employer by, and hereby are, authorized and directed to do and perform any and all further acts to make, execute, acknowledge and deliver all documents necessary to carry out the intent of the foregoing resolutions.

17-2.28) The ARRL Board create(s) an award that recognizes an amateur and ARRL member who attains 100 years of age with 40 years as an ARRL member named the "ARRL Centurion Award" and said member shall be enrolled into the esteemed ranks of the "ARRL Order of the Centurion". Members will receive a plaque, a \$100 ARRL gift certificate, and free ARRL membership for the remainder of their lives. Life members get a bonus publication of their choice. ARRL Public Information Officers shall be notified so that they may publicize that news with members of their

division. (As amended by the Executive Committee, April 5, 2021.)

18-1.48) The ARRL Board approved the policy concerning petitions by candidates for nomination for ARRL elected office by changed such that:

1. The candidate shall be informed in writing at the beginning of the nomination process that decisions of the Ethics and Elections Committee concerning candidate eligibility will be made publicly available unless the candidate expressly requests otherwise; and that, if it is requested by the candidate that the reason(s) not be disclosed publicly, that the ARRL shall be authorized to publicly reveal that this permission was not granted, and to disclose the request for privacy as received by the candidate;
2. If a candidate's petition is rejected by the Ethics and Elections Committee, the candidate shall, with the notification of ineligibility, be given the opportunity to request in writing that the reason for the rejection not be made public. The candidate shall have 10 (ten) business days from the date that notice is given to the candidate to request privacy. If no such request is received within this period, the information may be publicly released. This information shall include the reasons for the rejection, with reference to the relevant ARRL governing documents, and may include other correspondence to or from the Ethics and Elections Committee and/or the Board concerning disqualifications;
3. The candidate shall agree, in writing, to hold the ARRL harmless from any damages or alleged damages arising from or related to the release of information concerning candidate certification or non-certification;
4. That the forms and materials associated with the nomination for ARRL elected office be updated to reflect these policies.

18-2.19) The ARRL Board approved to retire the "Official Observer" program and institute the "Volunteer Monitoring" program.

19-1.35) The ARRL Board resolved,

1. Vice Directors shall be considered as and treated as a class of Directors, subject to such limitations as detailed in the Articles of Association; and
2. All ARRL corporate information, including communications, financial, operational and legal information available and accessible to Directors, shall be made equally available and accessible to Vice Directors. This includes, but is not limited to, committee list servers, written materials, internal reports and general corporate information, including information available by right to Directors under state or federal law; and,
3. The President shall appoint a committee with the responsibility to determine whether or not amendments to the Articles of Association or Bylaws are necessary or advisable to enforce or solidify this policy. The committee shall report at the July 2019 meeting of the Board of Directors, and shall, if it determines such to be advisable, present at least 60 days before that Board meeting any proposed amendments to the Articles and Bylaws to affect this policy.

20-2.37) All ARRL Board members are entitled to attend any meeting of a Standing Committee of which they are not a member (as a "Board Guest"), with the following limitations:

1. The Board Guest shall provide the Committee Chair advance notification of his or her intent to attend a meeting.
2. Each Board Guest's opportunity to speak on an issue is at the discretion of the Committee

Chair. Promptly after the calling of a meeting of a Standing Committee, its Chairperson shall ensure that all Board members are notified immediately of the place and time of the meeting and provide a copy of the proposed agenda to all Board members. In the case of electronic (virtual) meetings all necessary information to allow for full participation in the meeting, including real-time audio and video streams, also shall be supplied to all Board members. Board Guests may be required to squelch their own video, and/or audio streaming, at the request of the Chairperson.

The Committee Chair shall provide copies of all other reference materials related to the meeting to all Board Guests.

A written report of the meeting, whether through Minutes or less formal notes, of any Standing Committee meeting shall be published to the full Board within 30 days of that meeting.

21-1.33) The ARRL Board resolved that: ARRL staff is immediately authorized and directed to solicit and accept advertising of any form – including print, digital and sponsorships – from non-Amateur Radio advertisers, excluding pornography, criminal, and fraudulent enterprises.
