

**ARRL STANDING ORDERS**  
(Updated July 2021)

**Editor's Note to the Board**

*This document contains the existing standing orders, as originally written.  
They are arranged into groups by subject.*

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.

**TABLE OF CONTENTS**

<b>EDUCATION MISSION AND VISION STATEMENT .....</b>	<b>4</b>
<b>BOARD OF DIRECTORS .....</b>	<b>4</b>
Board Administration.....	4
Board and Executive Committee Minutes [Prior SO #11-2.18].....	5
Executive Committee Agendas and Minutes .....	5
Board Voting .....	5
Roll Call Voting.....	5
Filling IARU Secretary Vacancy.....	5
Whistleblower Policy .....	6
Meeting Attendance by Vice Directors .....	6
Board Member Attendance at Standing Committee Meetings.....	6
Comments and Petitions to the FCC.....	6
<b>EXECUTIVE FUNCTIONS .....</b>	<b>6</b>
Election to the Executive Committee .....	6
Secretary's Duty to Publish an Annual Report.....	7

Rules for Division Directors and Vice Directors .....	7
Division Director Email .....	7
Newly Elected Directors' and Vice Directors' Email .....	7
"Past Director" Title .....	7
Newly Elected Section Managers .....	7
Section Emergency Coordinator .....	7
Direction Finding Coordinator Appointment .....	8
Bulletin Appointments .....	8
Standing Committee Report Availability .....	8
<b>FINANCIAL ISSUES .....</b>	<b>8</b>
Annual Budget and Financial Statement.....	8
Capital Improvements .....	8
CEO Reimbursement Authority.....	8
Financial Control Polices [Prior SO #04-1.41].....	9
Financial Account Authorization.....	9
Financial Analysis of Program Modification .....	10
Planned Giving Program .....	10
ARRL Endowment.....	10
Securities .....	10
Pension Plan .....	10
Contract Legal Review .....	11
Product Evaluations .....	11
<b>HEADQUARTERS ADMINISTRATIVE FUNCTIONS.....</b>	<b>11</b>
General Topics.....	11
Publicizing Mediation Services.....	11
Correspondence with Members .....	11
ARRL Email Addresses.....	12
QSL Bureau .....	12
Unclaimed QSL Cards .....	12
QSL Cards for Former Executives .....	12
Revisions to The Amateur's Code [Prior SO #89-2.21].....	12
IARU Participation.....	12
Field Day .....	13
Historical Collection [Prior SO #12-2.29].....	13
Emergency Liaison Station Appointment .....	13
<b>LEGAL ISSUES .....</b>	<b>13</b>
Legal Assistance to Members .....	13

Volunteer Memoranda of Understanding [Prior SO #07-2.30] .....	13
Liability Waivers [Prior SO #04-1.37] .....	14
Legal Research and Resource Fund .....	14
Amateur Radio Emergency Service [Prior SO #04-2.20] .....	14
<b>TRAVEL .....</b>	<b>15</b>
Reimbursable Travel Approval.....	15
Director Travel (Amendment to Section 7.2 of the Travel Policy).....	15
Automobile Expenses .....	15
<b>SPECTRUM ISSUES .....</b>	<b>15</b>
Amateur Radio Spectrum Defense .....	15
Band Plan Frequency Coordination .....	16
Double Sideband AM Support.....	16
Repeaters.....	16
Repeater Directories .....	16
Board Recognition of Frequency Coordinators .....	16
<b>AWARDS.....</b>	<b>17</b>
Honorary Vice Presidents [Prior SO #69].....	17
Director Emeritus .....	17
National Certificate of Merit.....	18
Hiram P. Maxim Award Eligibility .....	18
Contest and Award Rules Changes .....	18
Operating Achievement & CONTEST Awards .....	18
Affiliate Club Recognition .....	18
Best QST Single Issue Article Award.....	18
Recognition of Membership Longevity [Prior SO #11] .....	18
<b>ELECTIONS .....</b>	<b>19</b>
Rules for Vote Counting [Prior SO #84-1.44] .....	19
Voting by Members Located Out of Their Home Area .....	20
Voting Accommodations for Pacific Section Members.....	20
[Prior SO #08-1.35] .....	20
<b>ARRL MEMBERSHIP REQUIRED FOR NTS OFFICIALS.....</b>	<b>20</b>

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.

## **EDUCATION MISSION AND VISION STATEMENT**

[Prior SO #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.

## **BOARD OF DIRECTORS**

### **BOARD ADMINISTRATION**

[Prior SO #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.

[Prior SO #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.

[Prior SO #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.

## **BOARD AND EXECUTIVE COMMITTEE MINUTES [PRIOR SO #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. [Prior SO #25] The minutes will show the name of the person who seconds each motion.
3. Once Board members have had the opportunity to review the draft and offer comment, a final draft will be circulated.
4. Three business days after distribution of the final draft, the Secretary will call for a vote by electronic mail to approve the minutes.
5. 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.
6. The final minutes will be made available to members following formal approval.

## **EXECUTIVE COMMITTEE AGENDAS AND MINUTES**

[Prior SO #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.

[Prior SO #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.

## **BOARD VOTING**

[Prior SO #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.

## **ROLL CALL VOTING**

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

## **FILLING IARU SECRETARY VACANCY**

[Prior SO #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.

## **WHISTLEBLOWER POLICY**

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

## **MEETING ATTENDANCE BY VICE DIRECTORS**

[Prior SO #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.

## **BOARD MEMBER ATTENDANCE AT STANDING COMMITTEE MEETINGS**

[Prior SO #20-2.35] 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.

## **COMMENTS AND PETITIONS TO THE FCC**

[Prior SO #55B] Comments and petitions to the FCC shall be made available to the Executive Committee for review prior to filing.

## **EXECUTIVE FUNCTIONS**

### **ELECTION TO THE EXECUTIVE COMMITTEE**

[Prior SO #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.

## **SECRETARY'S DUTY TO PUBLISH AN ANNUAL REPORT**

[Prior SO #95-172] The Secretary shall publish each year an Annual Report of the ARRL.

## **RULES FOR DIVISION DIRECTORS AND VICE DIRECTORS**

[Prior SO #45] Division Directors are authorized to attend ARRL National Conventions with expenses incurred chargeable to authorized Division allotments.

[Prior SO #48] The Secretary is directed to furnish Vice Directors with certificates and pins similar to those furnished to Directors.

[Prior SO #52] The Executive Vice President is instructed to provide Directors and Vice Directors with current copies of each League publication on request.

[Prior SO #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.

## **DIVISION DIRECTOR EMAIL**

[Prior SO #13-2.34] 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.

## **NEWLY ELECTED DIRECTORS' AND VICE DIRECTORS' EMAIL**

[Prior SO #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.

## **"PAST DIRECTOR" TITLE**

[Prior SO #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.

## **NEWLY ELECTED SECTION MANAGERS**

[Prior SO #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.

## **SECTION EMERGENCY COORDINATOR**

[Prior SO #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.

#### **DIRECTION FINDING COORDINATOR APPOINTMENT**

[Prior SO #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.

#### **BULLETIN APPOINTMENTS**

[Prior SO #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.

#### **STANDING COMMITTEE REPORT AVAILABILITY**

[Prior SO #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.

### **FINANCIAL ISSUES**

#### **ANNUAL BUDGET AND FINANCIAL STATEMENT**

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

[Prior SO #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.

[Prior SO #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.

#### **CAPITAL IMPROVEMENTS**

[Prior SO #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.

#### **CEO REIMBURSEMENT AUTHORITY**

[Prior SO #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.

## **FINANCIAL CONTROL POLICES [PRIOR SO #04-1.41]**

ARRL Financial Control Policies are as follows:

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.

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.

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.

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.

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.

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.

## **FINANCIAL ACCOUNT AUTHORIZATION**

[Prior SO #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.

## **FINANCIAL ANALYSIS OF PROGRAM MODIFICATION**

[Prior SO #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.

## **PLANNED GIVING PROGRAM**

[Prior SO #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.

## **ARRL ENDOWMENT**

[Prior SO #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.

## **SECURITIES**

[Prior SO #06-1.33] The removal of any securities from custody/safekeeping free of payment must be authorized by the President and Treasurer.

[Prior SO #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.

## **PENSION PLAN**

[Prior SO #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]

### **CONTRACT LEGAL REVIEW**

[Prior SO #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.

### **PRODUCT EVALUATIONS**

[Prior SO #129] The Chief Executive Officer shall purchase all items that are to be evaluated in QSTs Product Review. After completion of such evaluation, the item shall be made available for sale.

## **HEADQUARTERS ADMINISTRATIVE FUNCTIONS**

### **GENERAL TOPICS**

[Prior SO #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.

[Prior SO #59] Upon request, elected League Officials shall be sent QST by first-class mail.

[Prior SO #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.

[Prior SO #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.

[Prior SO #65] A distinctive jeweled pin shall be provided for the League President and Vice Presidents.

[Prior SO #64] Photographs of all current and past Presidents of the ARRL shall be prominently displayed at the ARRL HQ.

[Prior SO #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.

### **PUBLICIZING MEDIATION SERVICES**

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.

### **CORRESPONDENCE WITH MEMBERS**

[Prior SO #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.

## **ARRL EMAIL ADDRESSES**

[Prior SO #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.

## **QSL BUREAU**

[Prior SO #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.

## **UNCLAIMED QSL CARDS**

[Prior SO #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.

## **QSL CARDS FOR FORMER EXECUTIVES**

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

## **REVISIONS TO THE AMATEUR'S CODE [PRIOR SO #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.

## **IARU PARTICIPATION**

[Prior SO #93-2.68] It shall be ARRL policy to support the spectrum requirements of the International Amateur Radio Union.

[Prior SO #94-2.53] The Executive Vice President 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.

## **FIELD DAY**

[Prior SO #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.

## **HISTORICAL COLLECTION [PRIOR SO #12-2.29]**

Whereas the ARRL Historical Committee and the ARRL Historical Collection do not have formal Guidelines, Policies or Terms of Reference regarding the accession, care and deaccession of documents, images or artifacts in the collection;

Whereas formal Guidelines, Policies or Terms of Reference regarding the accession, care and deaccession of documents, images or artifacts would enhance use, protection and preservation of the collection;

Whereas the ARRL Historical Committee has proposed Guidelines, Policies or Terms of Reference regarding the accession, care and deaccession of documents, images or artifacts in the collection;

Now therefore 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.

## **EMERGENCY LIAISON STATION APPOINTMENT**

[Prior SO #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.

## **LEGAL ISSUES**

### **LEGAL ASSISTANCE TO MEMBERS**

[Prior SO #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.

### **VOLUNTEER MEMORANDA OF UNDERSTANDING [PRIOR SO #07-2.30]**

WHEREAS, ARRL volunteers routinely provide public service and disaster relief communications; and

WHEREAS, governmental agencies and public service agencies may need to verify identities of volunteers and establish that volunteers do not have a criminal background; and

WHEREAS, theft of identity and loss of personal data has become a matter of great concern to many individuals;

NOW THEREFORE, 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.”

### **LIABILITY WAIVERS [PRIOR SO #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.

### **LEGAL RESEARCH AND RESOURCE FUND**

[Prior SO #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.

### **AMATEUR RADIO EMERGENCY SERVICE [PRIOR SO #04-2.20]**

WHEREAS, for security reasons and for purposes of establishing formal relationships with served agencies, ARES® groups within an ARRL section are increasingly in need of affirmative recognition; and

WHEREAS, ARES® (Amateur Radio Emergency Service®) is a program of, and both logos are registered trademarks of the American Radio Relay League, Incorporated;

NOW THEREFORE, it is ARRL 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.

## **TRAVEL**

### **REIMBURSABLE TRAVEL APPROVAL**

[Prior SO #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.

[Prior SO #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.

### **DIRECTOR TRAVEL (AMENDMENT TO SECTION 7.2 OF THE TRAVEL POLICY)**

[Prior SO #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.

### **AUTOMOBILE EXPENSES**

[Prior SO #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.

## **SPECTRUM ISSUES**

### **AMATEUR RADIO SPECTRUM DEFENSE**

[Prior SO #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.

### **BAND PLAN FREQUENCY COORDINATION**

[Prior SO #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.

### **DOUBLE SIDEBAND AM SUPPORT**

[Prior SO #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.

### **REPEATERS**

[Prior SO #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.

### **REPEATER DIRECTORIES**

[Prior SO #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.

### **BOARD RECOGNITION OF FREQUENCY COORDINATORS**

[Prior SO #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.



## **AWARDS**

### **HONORARY VICE PRESIDENTS [PRIOR SO #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:

1. Volunteers: Not less than 15 years of service as an official of the League, elected by the Board or the membership.
2. 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.
3. 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.
  - c. General Consideration: 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.

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

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.

### **DIRECTOR EMERITUS**

[Prior SO #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.

## **NATIONAL CERTIFICATE OF MERIT**

[Prior SO #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.

## **HIRAM P. MAXIM AWARD ELIGIBILITY**

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

## **CONTEST AND AWARD RULES CHANGES**

[Prior SO #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.

## **OPERATING ACHIEVEMENT & CONTEST AWARDS**

[Prior SO #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.

## **AFFILIATE CLUB RECOGNITION**

[Prior SO #92-1.59] The Executive Vice President shall recognize Affiliated Clubs for continuous affiliation beginning at 25 years and at 25-year intervals thereafter.

## **BEST QST SINGLE ISSUE ARTICLE AWARD**

[Prior SO #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.

## **RECOGNITION OF MEMBERSHIP LONGEVITY [PRIOR SO #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]

## ELECTIONS

### **RULES FOR VOTE COUNTING [PRIOR SO #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).

## **VOTING BY MEMBERS LOCATED OUT OF THEIR HOME AREA**

[Prior SO #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.

## **VOTING ACCOMMODATIONS FOR PACIFIC SECTION MEMBERS** **[PRIOR SO #08-1.35]**

WHEREAS every member of ARRL should have the opportunity to cast a vote in ARRL elections in their Section or Division; and

WHEREAS the members of the Pacific Section of the Pacific Division of ARRL have from time-to-time experienced delays in receiving ARRL mailings bulk-mailed from the mainland to Hawaii and the US Pacific Island Territories, not experienced by members in other Sections; and WHEREAS untimely delay in the receipt of ballots in Section and Division elections by ARRL members in the Pacific Section could effectively disenfranchise them as voting members of ARRL;

NOW THEREFORE ARRL Staff is directed to send all ARRL election ballots intended for ARRL Pacific Section Members via First Class US Mail.

## **ARRL MEMBERSHIP REQUIRED FOR NTS OFFICIALS**

[Prior SO #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.