



Operating and Bylaw Manual

Dear Member,

Welcome to the Green Mountain Repeater Association Inc., (GMRA).

This Manual contains general information about the Association, it's repeater operating procedures and bylaws. The following enclosures are also provided:

- (1) A **Confidential Code Card** that enables you to activate all features of the repeater's controller, such as autopatch, voice playback test, touch-tone tests, date and time retrieval, emergency autopatch calls, etc.
- (2) A **Listing** of all GMRA Officers and appointed representatives including callsigns, addresses, telephone numbers and Email addresses where applicable.

A great deal of time and effort has gone into the preparation of this manual to ensure that it provides you with all necessary information to properly operate the repeaters and enjoy it's associated features. We hope it is interesting as well as informative.

As always, we thank you for your continued support in making GMRA the finest repeater Association in our area, since 1971. In joining GMRA, we believe you have chosen wisely.

Sincerely,

GMRA BOARD OF DIRECTORS

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**GENERAL INFORMATION
AND
PROCEDURES**

PURPOSE:

The purpose of this booklet is to provide members of The Green Mountain Repeater Association, Inc. (GMRA) with: (1) general information about the Association and its' affiliations, (2) procedures and policy concerning repeater use and operation and (3) the Association's bylaws.

INTRODUCTION:

The GMRA Board of Directors do not believe that it is necessary to establish a rigid set of rules, regulations and policy for the use of the repeaters since this would tend to minimize the enjoyment derived from amateur radio in general. As licensed operators you are already aware of the required FCC Rules and Regulations, therefore they will not be included herein. GMRA general policy and procedures regarding repeater operation, autopatches, Internet connections, voice mail, etc., will be provided in subsequent paragraphs.

Because our repeaters are located near the Capital of the United States, our repeater transmissions are monitored by many people including those who regulate, enforce and oversee amateur radio frequencies and operation. It is essential, therefore, that your repeaters be utilized in a manner which reflect the highest standard of operating practices. Your consideration is appreciated.

BACKGROUND:

The GMRA was established in 1971 as a non-profit organization to provide VHF repeater communications for radio amateurs and as required for the local community during emergency conditions. Its' Officers and Directors are not reimbursed in any manner for their efforts. All work is on a volunteer basis. Monies collected are used solely for obligations incurred by the Association directly in connection with maintenance, operation and related business affairs such as: telephone and electricity, liability and theft insurance, equipment parts and replacements, antennae and supporting structures, administrative supplies, membership mailings, newsletters etc.

MEETINGS/SOCIALS/INFORMATION:

An annual business meeting is held at the end of each calendar year at a time and place designated by the Board of Directors.

In order to keep GMRA membership abreast of the Association's activities, as well as Amateur radio and related topics, we have also established the following:

1. Monthly Email electronic bulletins to those members having Email capability.
2. Annual Newsletter.
3. Repeater voice announcements

4. Personal open door policy to any member of the Board of Director(s), to discuss GMRA issues.

An informal luncheon is normally held the first Saturday of each month. Repeater voice announcements will remind members of the date, time and the luncheon facility or of any changes. Talk-in directions to the luncheon will also be provided on both repeaters.

The Board of Directors, together with repeater Control Operators and members of the Technical Committee, meet monthly to discuss GMRA business and technical matters concerning the present and future operation of the Association and its' repeaters as well as the interests of its' membership.

AFFILIATIONS/EMERGENCY SUPPORT:

GMRA repeaters are dedicated to community support as required during times of emergencies. In this regard , the Association is affiliated with the American Radio Relay League's Amateur Radio Emergency Service, (ARES); the Prince George's County Office of Homeland Security are requested to curtail normal operations. During these conditions, a Net Control Station (NCS) will normally control all operations being conducted over the repeater(s). If it becomes absolutely necessary to use the repeaters, GMRA members are requested to contact the NCS.

Volunteer operators are also solicited to train and provide communications in support of the community in times of emergencies warranting use of the repeaters. Contact the GMRA-ARES/RACES representative for further information.

The GMRA is also registered as an affiliated club with the American Radio Relay League (ARRL) and the Foundation for Amateur Radio, (FAR).

REPEATER FREQUENCIES/LOCATION:

The GMRA operates and maintains two (2) VHF two meter repeaters covering the Washington metropolitan area as follows:

146.01/146.61 located in Bladensburg, Maryland near the intersections of I-295 (Baltimore-Washington Parkway) and Maryland State Rt. 450.

146.28/146.88 located in Greenbelt, Maryland near the intersections of the Washington Beltway (I-95/495) and Rt. 201 (Kenilworth Ave).

Except for autopatch access, both repeaters are open for use by any radio amateur holding a Technician or higher class of license. Membership is encouraged by frequent users.

SPECIAL USE OF REPEATERS:

GMRA repeaters are available for use by bonafide amateur organization, clubs, etc. for use as a meeting place or “net” provided they do not have an associated club repeater. Use of GMRA repeaters for such purposes is dependent upon the approval of the Board of Directors.

A “Request for Repeater Use” is required by the cognizant amateur radio organization, submitted in writing to the GMRA Secretary, with the following information: (1) the name of the organization, (2) the repeater to be used, (3) the date(s) and time the repeater is required, (4) the length of repeater usage, (5) the nature of the use of the repeater, (6) name, callsign, telephone number of the organization’s point of contact.

REPEATER PRIORITIES:

The following priorities are established for use of GMRA repeaters:

PRIORITY 1 - Emergency: (calls, messages, autopatch.)

PRIORITY 2 - Public or community support. (may be in conjunction with Priority 1 above.)

PRIORITY 3 - Routine: (calls, exchanges, autopatches).

REPEATER TRUSTEE/CONTROL OPERATORS:

Although the repeaters are owned, operated and maintained by GMRA and its’ membership, by FCC regulation, each repeater must have a designated Trustee.

To assist the Trustee in the performance of his/her responsibilities, Control Operators have been selected to monitor the repeaters and advise users of prohibited transmissions or illegal operating procedures. The primary purpose of a Control Operator is to assist; not criticize nor censor exchanges. **The latter is especially important!**

If necessary, and only under extreme circumstances, Control Operators have the authority to “shut down” the repeater. This is usually reserved for the rebroadcasting of music or talk radio from a commercial radio station or a serious situation deemed necessary by the Control Operator.

If it becomes necessary to shut down the repeater, an announcement will be made by the Control Operator prior to the action. The action will be completely documented by the Control Operator reflecting the date, time and reason(s) for the action, and forwarded to the Trustee and the GMRA Secretary within 48 hours.

Additionally, the Trustee of the repeater will be notified immediately or a member of the Board of Directors, in the Trustee’s absence.

BASIC PROCEDURES FOR REPEATER OPERATION:

Using the repeater for the first time, especially for newly licensed amateurs, can be an anxious moment. Relax. If you follow the simple basic procedures you will enjoy the full benefits of the repeater.

To begin with, the repeater has a timer that deactivates the repeater following 3 minutes of continuous input signal. To reset the timer for another 3 minutes, it is only necessary to unkey your microphone, wait for the reset tone and continue your transmission.

Most amateurs limit their transmissions to under the 3 minute time limit. However from time to time, the limit is exceeded and you will hear an announcement that the repeater has “timed out”. When the amateur finishes his transmission, and releases his microphone, another announcement will state that the time out timer is canceled. (Note: During the time out period, the repeater is off the air.)

1. If you desire to have a general conversation with other amateurs through the repeater and the repeater is not being used, the following suggested calling techniques have stood the test of time. Please recognize that these are not rigid procedures. The most important thing to remember is to give your callsign followed by the reason you are accessing the repeater. The rest will fall into place:
 - a. Key down your microphone and state “This is (your call sign), listening 88 (or 61)” depending on the repeater being used. Using the repeater numbers is optional. You may want to repeat this one more time if there is no response. (Please do not be discouraged if there is no response since the repeater is not always being monitored by other amateurs, except Control Stations).

(Note: Other versions of the above may be heard from time to time.)

2. If you want to join a conversation already in progress wait for the period immediately following the completion of one of the transmissions. Usually, when an amateur unkeys his microphone and turns it over to another amateur, the other amateur will wait for the repeater’s reset tone. (About 1-2 seconds.) During this interval, key your microphone and announce your callsign. An invitation to join the conversation should normally follow.
3. If you have an emergency situation warranting immediate use of the repeater or its’ autopatch facility, announce that you have an emergency giving your callsign.
 - a. If a conversation is in progress, it would be prudent to have the other stations acknowledge that they hear you so there is no inter-

ference to your communications. You may be in a marginal area and not heard or only partially understood.

4. If you want to call a particular station when the repeater is not in use, just use the basic procedure, (e.g. “WB3AAA this is N3BBB calling”). You may want to repeat the call one more time if there is no response or at a later time. Continuous and numerous calls however are not necessary since it is obvious that the called station is not on the repeater. See the Voice Mail paragraph if you want to leave a message for a member.

BUSINESS COMMUNICATIONS:

FCC regulations governing “Prohibited Transmissions” state that “No amateur station shall transmit any communications the purpose of which is to facilitate the business or commercial affairs of any party.” Additionally, “No station shall transmit messages for hire or for material compensation, direct or indirect, paid or promised.” Thus, under no circumstances will any business or commercial calls be allowed. It is imperative that stations think carefully before making any call which may possibly be considered in any way as a business call.

See FCC Rules & Regulations Part 97.113 Prohibited Transmissions for more detailed information. Also see Report and Order PR Docket 92-136.

USING THE AUTOPATCH AND HANG-UP: (Refer to Code Card)

The use of the repeater’s Autopatch for telephone calls is limited to GMRA membership. Please use the following procedures. *(Note: If you make a mistake and enter the incorrect codes, the controller will respond with an “Error” message. Do not be concerned. Simply try again):*

1. Key your microphone and announce that you are initiating an Autopatch, (e.g. “This is N3AAA, Autopatch”).
2. Continue to key the microphone and enter the **Access Autopatch** code listed on the code card, followed by the area code and telephone number in consecutive order. (Long distance telephone area codes are blocked and will not be accepted.)
3. Unkey your microphone. The controller will respond with “Autopatch” followed by the number you dialed and a reset tone. The call will then be automatically dialed by the controller. If you wish to prevent the controller from repeating the dialed number over the air, key your microphone when it starts to play back the number.
4. After completing an Autopatch, terminate the call by keying your microphone, entering the ‘#’ key, and then unkey. The controller will respond with “Autopatch Off at (time)”. Key your microphone and identify your station, (e.g. “This is N3AAA, clear the Autopatch”).

If the party being called is not familiar with autopatch transmissions explain to them that only one person can talk at a time and that their voice is going out over the airwaves; to please exercise caution in their conversations. (This is to ensure that we comply with FCC regulations concerning Prohibited Transmissions. It does not reflect personally upon the person being called.)

There is a 3 minute limit to Autopatch calls, *except when using emergency codes*. At approximately 2 minutes into the call, the controller will initiate a triple beep tone; at 2 1/2 minutes a double beep tone and just before the patch is automatically terminated a one beep tone. The controller will announce when the patch is terminated.

(NOTE: GMRA is charged by the minute on a commercial rate basis and not by the number of calls made. To save your club money, it is requested that the Autopatch be used with discretion. Please avoid excessive calls, but not required ones.)

MAKING EMERGENCY AUTOPATCH CALLS: (Refer to Code Card)

To afford rapid access for emergency telephone calls, selected numbers have been preprogrammed into the controller. A list of government facilities and their associated telephone codes are listed on the code card. Before making the call, ensure that you can access the repeater. (*The 3 minute timer is not activated for these calls.*)

To call Maryland State Police , for example:

1. Key your microphone, announce your call sign and that you are making an emergency call (e.g. "This is N3AAA, emergency Autopatch.)
2. Continue to key your microphone and enter the appropriate **Emergency** code.
3. Unkey and the controller will voice respond with the appropriate facility being called, (e.g. "Calling Maryland State Police", etc.) followed by a reset tone, 5 beep tones and automatically dial the number.
4. Upon completion of the emergency call, enter the **Hang-Up** code and identify your station. (e.g. "This is N3AAA clearing emergency Autopatch.")

When providing information to the appropriate government facility, identify yourself as a radio amateur and that you are making a radio transmission. If asked for your telephone number tell them that you are on a radio.

Be concise, detailed, and brief in your description of the problem(s). Above all, be calm and collected. Because these are one way transmissions, ensure that you give the called party time to respond. Provide a break in your transmissions from time to time to ensure that you are being heard and understood.

It would be prudent to make a record of the emergency call made, (e.g. date, time, who called and incident reported.)

It is essential that emergency calls be utilized **ONLY** for emergency situations and to the appropriate government facility. Telephone numbers to the following facilities have been preprogrammed. Consult your code card:

Maryland State Police
Montgomery County Police
Prince George's County Police
Washington DC Police
U. S. Park Police
911

Examples of emergency situations are, but not necessarily limited to, serious accidents, fire, crime in progress, road hazards that are potentially dangerous to drivers (e.g. large objects in the roadway, stalled car(s)), erratic drivers who may be intoxicated, having medical problems etc. These are judgment calls. Please use discretion.

(Note: The programmed number to 911 will connect you to the Prince George's County Emergency 911 facility. Upon request they will in turn connect you to other local county or D.C. 911 facilities.)

DO NOT use the emergency number codes for demonstrations or test purposes.

VOICE PLAYBACK TESTING: (Refer to Code Card)

To listen to a playback of your voice transmission for testing purposes:

1. Key your microphone, hold and enter the **Voice Playback** code.
2. Unkey the microphone, wait a second or until you hear the reset tone. Key your microphone again and make a test transmission of not more than 10 seconds. (e.g. This is N3AAA testing 12345, 54321 etc.)
3. Unkey the microphone and your voice test transmission will be immediately played back.

This is an excellent means of (a) determining your audio levels, (b) testing for distortion and (c) judging whether or not you are accessing the repeater satisfactorily enough for an Autopatch or conversation.

TOUCH-TONE TESTING: (Refer to Code Card)

To test your equipment's touch tones:

1. Key and hold your microphone. Identify your station, (e.g. "This is N3AAA testing touch tones"), enter the **Test Tone** code, followed by the numbers you want to test, (e.g. 1234567890 *#.)

2. Unkey your microphone and the controller will voice read back the numbers and punctuation you entered.

A periodic check of your test tones will ensure that they are functioning properly for Autopatches, etc.

INSTANT DATE/TIME RETRIEVAL: (Refer to Code Card)

To instantly hear the date/ time in 12 and 24 hour modes:

1. Key your microphone, hold, identify and enter the code for the (**Time 12 hour mode**) or (**Time 24 hour mode**).
2. Unkey. The Controller will respond with the date and time in the desired 12 hour or 24 hour format.

(After receiving the time, identify and and sign off.)

AUTOMATIC ANNOUNCEMENTS:

The repeaters are automatically programmed to provide greetings, date, time and callsign identification in voice and CW at periodic intervals. Certain transmissions are required by FCC regulation at specific times for repeater identification.

BULLETINS AND ANNOUNCEMENTS:

Amateur Radio related bulletins and announcements will be broadcast from time to time dependent upon the information available. Some examples are: GMRA monthly luncheon information, Amateur Radio broadcasts, severe weather announcements, if known and can be programmed in a timely manner, and special announcements as deemed appropriate. These are one way information bulletins and permissible under FCC Regulation 97.3(a)(24) provided they are limited to information on matters of direct interest to radio amateurs only.

INTERNET-REPEATER OPERATION:

On a part-time basis, the repeater(s) are periodically linked to the Internet providing GMRA members with the capability of talking to amateurs on a world wide basis.

The linking of the Internet to the repeater(s) is transparent to the repeaters normal operation. That is, an amateur anywhere in the world who has the appropriate computer and software can link into our repeater(s). They have the option of monitoring or making a general call in the same manner as you would. Therefore, do not be surprised if you hear an amateur coming through the repeater with an out of area US or foreign callsign. Contact them in the same manner as you would a local repeater user.

If you are in conversation with an out of area US or foreign amateur, expect a

delay of from 5-20 seconds when you turn the transmission over to them and before you will hear their return transmission. This is due to Internet delays. Conversely, when the amateur turns it over to you, *always wait* until you hear the repeater reset tone before transmitting to prevent the repeater from timing out. It may take a few seconds longer than usual.

Please recognize that when you are talking to an amateur via the Internet link he/she is sitting behind his/her computer using its' associated microphone and speaker systems.

Although you will not hear any fading of signals when listening to stations coming into the repeater via the Internet, there may be breaks in audio transmission that are put back together by the Internet packet transmissions. So essentially, you will not lose any of the conversation. Periodically, however, poor Internet paths may make listening difficult . For the most part however, talking to an amateur in Japan, for example, has the same voice quality as talking to someone locally.

From time to time the GMRA Internet/Repeater Link control operator may take requests from GMRA members to connect your repeater(s) OUT to other amateurs or to amateur repeaters throughout the world. Linking is dependent upon the amateurs connected to the Internet at the time of the request. So, not only can you (1) converse with amateurs sitting at their computers, you can (2) converse with amateurs through their respective repeater systems. While the former is automatic and limited only to incoming calls, the latter can only be accomplished manually by the Internet/Repeater link control operator locally or at the other (out of area) repeater.

Voice announcements will inform you of which GMRA repeater is connected to the Internet. GMRA considers the repeater/Internet connection as an excellent means for amateurs who do not have the capability to work HF to talk to amateurs in other states or countries. It also acts as an incentive for license upgrade.

FUTURE CONTROLLER FEATURES:

As additional features of the Controller are made available by the manufacturer, and dependent upon costs and GMRA user requirements, they will be made available to the membership. Please be assured that we will keep abreast of the latest technological advances, sharing them with the membership. Comments to the above procedures may be addressed to the Secretary, GMRA, at the address listed in the enclosure to this manual.



BYLAWS

ARTICLE I: Name and Location

Sec. 1. The name of the corporation shall be: The Green Mountain Repeater Association, Incorporated, hereinafter referred to as GMRA.

Sec. 2. The principal office shall be located at the residence of the incumbent President.

Sec. 3. The current mailing address is contained in the enclosure to the Manual.

Sec. 4. Any other such offices for the transaction of business shall be located at such places as the President may periodically designate.

ARTICLE II: Membership and Dues

All persons interested in the activities of the Corporation may be eligible for membership as set forth below:

Sec. 1. TYPES. There shall be four (4) types of membership in the Corporation: Full, Honorary Life, Family and Special.

- a. **FULL MEMBER.** Any amateur radio operator holding a Technician or higher class Amateur Radio License issued by the United States Federal Communications Commission (or equivalent license) is eligible to become a full member. A full member may hold office, vote on any business brought before the Corporation, and with the approval of the Board of Directors and Trustee, may possess a control point for the Corporation's remote control radio equipment.
- b. **HONORARY LIFE MEMBER.** Any person the Board of Directors deems deserving may be designated as an Honorary Life member. An Honorary Life member shall have none of the obligations of membership in the Association, but shall be entitled to all of the privileges except those of making motions, of voting, and of holding office.
- c. **FAMILY MEMBER.** Any amateur radio operator holding a Technician or higher class Amateur Radio License issued by the United States Federal Communications Commission (or equivalent license) is eligible to become a Family member if his or her spouse, child or parent having the same domicile and residence is a paid member. A Family member may hold office, vote on any business brought before the Corporation and, with the approval of the Board of Directors and Trustee, may possess a control point for the Corporation's remote control radio equipment.
- d. **SPECIAL MEMBER.** The Board may, from time to time, award a special membership for a period of one, (1) year, or as specified, to any radio amateur holding a Technician or higher class amateur radio license issued by the Federal Communications Commission (or equivalent license), who has provided some service to the Association.

Sec. 2. PRIVILEGES OF MEMBERS. All members may attend and participate in membership meetings and other activities, may serve on committees, may operate equipment belonging to the Corporation within the limits of the members operator's license and will receive notices of Corporation activities.

Sec. 3. TERMS OF ACCEPTANCE. Any person eligible for and applying for membership in the Corporation is subject to approval by the Board of Directors and must have paid fees as set by the Board of Directors at the time their application is submitted. Each person applying for membership must agree to abide by and be governed by the Articles of Incorporation and these Bylaws. Every member of the GMRA regardless of membership category, must return an annual membership renewal form, with appropriate fees, to the Treasurer, to retain their membership in the organization.

Any member who: deliberately violates FCC rules, regulations, and/or proves to be disruptive to the operation of GMRA repeaters, or does not abide by the Articles of Incorporation and Bylaws and has had verbal and written notification therefore may, at the discretion of the Board or Directors, be dismissed from the Association. Sending such notification to the last known address of the member as shown on their current membership application shall be considered sufficient notice.

Additionally, at the discretion of the repeater Licensee warranting such action, he/she may be denied access to GMRA repeaters in accordance with FCC Regulation Part 97.205, Repeater Operation, paragraph (e) which states: "Limiting the use of a repeater only to certain user stations is permissible."

Sec. 4. DUES. Annual membership dues will be assessed in an amount determined by the Board of Directors. Dues are payable on or before January 1 of each year. Individuals not currently members, joining after July 1st of each year, shall be assessed one-half of the annual dues for the remaining portion of that year.

- a. FULL MEMBER. Dues required as stated above.
- b. EXEMPTED FROM DUES.

Honorary Life members.

Family members.

Special Members (for the period of 1 year, or as specified by the Board.)

Board of Directors and/or Officers (while serving in their respective offices.)

ARTICLE III: Meetings of the Membership

Sec. 1. ANNUAL MEETING. The annual meeting of the membership shall be held at a place, date and time which shall be determined by the Board of Directors. The Secretary shall give, by mail or electronic means, not less than

ten nor more that forty days previous to such meeting, a notice thereof, to each member.

Sec. 2. SPECIAL MEETING. Special meetings of the membership, other than those regulated by statute, may be called at any time by a majority of the Directors. Notice of such a meeting stating the purpose for which it is called shall be given by mail or electronic means, not less than seven days before the date set for such a meeting.

Sec. 3. QUORUM. The presence in person of five percent (5%) of the total of the full and family membership shall be necessary to constitute a quorum at all meetings of the membership for the transaction of business.

ARTICLE IV: Directors

Sec. 1. NUMBER. The affairs and business of the Corporation shall be managed by a Board of Directors composed of five full members, who shall hold a valid and current US Amateur radio license or equivalent license of Technician class or higher.

Sec. 2. TERM OF OFFICE. The term of office shall be three years. Initial term of office for two of the Directors shall be three years, running from January 1st of the first year to December 31st of the third year.

For two of the Directors it shall be two years, running from January 1st of the first year to December 31st of the second year.

For the remaining Director, one year, running from January 1st to December 31st of the first year.

In the event that no successor is elected for whatever reason, a Director's term shall be extended until a successor is elected or the position is otherwise filled.

Sec. 3. DUTIES. The Board of Directors shall have the control and general management of the affairs and business of the Corporation and they may adopt such rules and regulations for the conduct of their meeting and the management of the Corporation as they deem appropriate and not inconsistent with these bylaws and the laws of the State of Maryland.

Sec. 4. DIRECTORS MEETING. The Board of Directors shall meet once a month except in the month of the annual meeting at a place and time mutually convenient. Other meetings of the Board of Directors may be called at such other times as the Board of Directors may determine. Special meetings of the Board of Directors may be called by the President at any time. Upon the written request of three Directors a special meeting may be called by the President or Secretary.

Sec. 5. NOTICE OF MEETINGS. Notice of meetings other than the regular annual meeting, shall be given to each Director by mail or electronic means.

Notice shall be given at least seven days before the date designated for such meeting. If by mail, said seven days shall include the day of mailing. Meeting notices shall specify the time and place of such meeting.

Sec. 6. VOTING. At all meetings of the Board of Directors, each Director is to have one vote. The act of a majority of the Directors shall be the act of the Board of Directors.

Sec. 7. REMOVAL OF DIRECTOR(S). Any one or more of the Directors may be removed with cause, except as provided in Article IX, Section 1, at any time by a vote of the majority of the membership at a special meeting called for that purpose. In the event that a Director is removed for cause by such a vote, his replacement shall be elected by the majority vote of the membership at the meeting. In the event that the membership fails to elect a replacement for any reason, then at the next meeting of the Board of Directors, the remaining Directors, by majority vote, shall elect a replacement. In either event, the replacement so elected shall serve the remaining term of the removed Director.

Sec. 8. VACANCIES. In the event that any position of Director becomes vacant other than for the reasons shown in Article IV, Sections 2, 7, the Board shall elect a Director from the membership within 60 days after the declaration of said vacancy to serve the balance of the term applicable to the vacant position.

Sec. 9. QUORUM. At any meeting of the Board of Directors, a majority of the Board shall constitute a quorum for the transaction of business. In the event of a quorum not being present, the President shall schedule a special meeting of the Board to be held within a period of not more than thirty days.

ARTICLE V: Officers

Sec. 1. NUMBER. The Officers of this Corporation shall be five: President, 1st Vice President, 2nd Vice President, Treasurer and Secretary.

Sec. 2. ELECTIONS. All Officers of the Corporation shall be elected annually from the Board of Directors at their first meeting in January and shall hold office from the time of their election to January 31st of the following year or until their successors are duly elected.

The Board may appoint such other Officers, Agents and employees that it shall deem necessary who shall have such authority and shall perform such duties as shall be prescribed by the Board.

Sec. 3. DUTIES OF OFFICERS. The duties and powers of the Officers of the Corporation shall be as follows:

PRESIDENT: The President shall preside at all meetings of the Board of Directors and membership.

He/she shall present at each annual meeting of the membership and Directors a report of the condition of the Corporation.

He/she shall appoint and remove, employ and discharge, all servants, agents, employees and clerks of the Corporation other than the duly elected officers, subject to the approval of the Board of Directors.

He/she shall sign and make all contracts and agreements in the name of the Corporation.

He/she shall see that the books, reports, statements and certificates required by the statutes are properly maintained, made and filed according to law.

He/she shall enforce these bylaws and perform all the duties incident to the position of office and which are required by law.

He/she shall sign, make and endorse in the name of the Corporation and consistent with Article X of the bylaws, all checks, drafts, warrants and orders for the payment of money and payout and dispose of same and receipt thereof, under the direction of the Board of Directors.

1ST VICE PRESIDENT:

During the absence or inability of the President to render and perform his/her duties or exercise his/her powers as set forth in these bylaws or in the acts under which this Corporation is organized, the same shall be performed and exercised by the 1st Vice President and when so acting, he/she shall have all the powers and be subject to all the responsibilities hereby given to or imposed upon the President.

2ND VICE PRESIDENT:

The 2nd Vice President shall be responsible for the technical operations of the Corporation's repeaters and ancillary equipment

He/she shall form a Technical Committee for each of the active repeaters and assign all routine and preventative maintenance.

He/she shall be responsible for all replacement parts and may be assigned a petty cash fund for the expenditures not to exceed \$100.00 which may be authorized by him/her. Expenditures exceeding this amount must first be authorized by the Board of Directors. He may delegate to the Technical Committee responsibility for all replacement parts.

He/she shall make an accounting to the Board of Directors for expenditures which he/she authorizes.

He/she shall be responsible for the inventories called for under Article XI of these bylaws.

TREASURER:

The Treasurer shall have the care and custody of and be responsible for all funds and securities of the Corporation and deposit all such funds in the name of the

Corporation in such bank or banks, trust company(s), or safe deposit vault as the Board of Directors may designate.

He/she shall sign, make and endorse in the name of the Corporation in conjunction with another officer, all checks, drafts, warrants and orders for the payment of money and pay out and dispose of same and receipt therefore in conjunction with another officer, under the Direction of the Board of Directors.

He/she shall exhibit at reasonable times his books and accounts to any Director or member of the Corporation upon written application.

He/she shall render a statement of the condition of the finances of the Corporation at each regular meeting of the Board of Directors and at such times as may be required. A full financial report will be made at the annual meeting of the membership.

He/she shall keep correct books of accounts of all Corporation business and transactions and such other books of account as the Board of Directors may require. His/her records shall be submitted for audit at the direction of the President.

He/she shall do and perform all duties appertaining to the Office of Treasurer, including the filing of the necessary reports with the State of Maryland and US Internal Revenue Service.

He/she shall, if required by the Board of Directors, give to the Corporation such security for the faithful discharge of he/her duties as the Board may direct.

He/she shall keep on file an inventory of the Corporation's property excluding those items valued at less than \$100.00, pursuant to Article XI of these bylaws.

He/she shall maintain a record of the membership in a manner to be prescribed by the Board of Directors.

SECRETARY:

The Secretary shall keep the minutes of the meetings of the Board of Directors and the general membership.

He/she shall give and serve all notices of the Corporation.

He/she shall be custodian of the records and of the seal and affix the latter when required.

He/she shall present to the Board of Directors at their stated meeting, all communications addressed to the Corporation.

He/she shall attend to all correspondence and perform all the duties incident to the Office of Secretary.

Sec. 4. VACANCIES. A vacancy in any office shall be filled by the Board of

Directors at the next meeting following the vacancy, providing that if a vacancy exists on the Board of Directors, it must first be filled in accordance with these bylaws.

In the case of the absence of any officer of the Corporation or for any reason that the Board of Directors may deem sufficient, the Board may, except as specifically and otherwise provided in these bylaws, delegate the powers or duties of such officers to any other officer or Director for the time being, provided a majority of the Board concurs.

Sec. 5. REMOVAL OF OFFICERS. Four of the members of the Board of Directors may remove any officer by unanimous vote at any time with or without cause.

ARTICLE VI: Trustees

Sec. 1. NUMBER. There shall be one Trustee for each active repeater owned and operated by the Corporation.

Sec. 2. QUALIFICATION AND SELECTION. Each Trustee must be either a member of the Board of Directors, or a member of GMRA selected by the Board of Directors.

Sec. 3. RESPONSIBILITIES. The Trustee shall act as Chief Control Operator. Monitoring duties may be delegated to other Control Operators as deemed necessary.

ARTICLE VII: Nominations

The Board of Directors may nominate a slate of candidates for vacancies on the Board as appropriate. Any other member desiring to be a candidate for a vacancy on the Board of Directors shall, upon submitting a petition with signatures of at least five (5) members in good standing, be nominated. The petition with approval signatures shall be submitted to the Secretary in sufficient time so that the membership can be notified prior to the annual meeting of the Corporation.

ARTICLE VIII: Elections

Sec. 1. MEMBERS. Each full member, family member and special member shall have one vote.

Sec. 2. ELECTION. Elections of the Board of Directors will be held at the annual business meeting of the Corporation.

ARTICLE IX: Attendance at Meetings

Sec. 1. MEETING ATTENDANCE. A Director who misses three consecutive meetings of the Board of Directors or membership meetings or a total of four meetings within one twelve month period shall automatically be terminated as a Director, except as noted herein. A Director may be excused from attending

meetings by the President or a majority of the Board. In the event that a Director is excused, his/her absence will not be counted for purposes of this Article.

Sec. 2. RECORDS. The Secretary will record the attendance of the Directors in the minutes of the meeting for each Board of Director meeting and meeting of the membership. The Secretary will notify the President whenever a Director is delinquent in attendance as specified in Article IX, Section 1.

Sec. 3. MEMBER ATTENDANCE AT BOARD MEETING. In the event that a member wishes to attend a meeting of the Board of Directors, he/she must be given permission by the President and must provide adequate advanced notice of attendance and the subject on which he/she desires to speak, if applicable.

ARTICLE X: Bills, Notes, Etc.

All bills payable, notes, checks, drafts, warrants or other negotiable instruments of the Corporation shall be made in the name of the Corporation and shall be approved by the Board of Directors and signed by two members of the Board. No officer or agent of the Corporation, either singly or jointly with others, shall have the power to make any bill, note, check, draft or warrant, or other negotiable instrument, or endorse the same in the name of the Corporation, or contract or cause to be contracted any debt or liability in the name of or in behalf of the Corporation except as herein expressly prescribed and provided.

No funds of the Association shall accrue to the benefit of any member or officer of the Corporation except in approved reimbursement of actual expenses, as approved by the Board, in matters of benefit to the Corporation.

ARTICLE XI: Equipment

All equipment owned, or utilized by, or loaned to the Corporation shall be listed in an inventory and said equipment shall be maintained in at least the condition it was received. This requirement of inventory shall be required only of items possessing a fair market value in excess of \$100.00.

ARTICLE XII: Fiscal Year

The fiscal year shall begin on the 1st day of January and continue through the 31st day of December of the same year.

ARTICLE XIII: Rules

Robert's Rules of Order shall govern all proceedings of the membership and Board of Directors.

ARTICLE XIV: How Amended

These bylaws may be altered, amended, repealed or added to by a majority vote

of the full Board of Directors of this Corporation at any regular meeting of said Board or at a special meeting of the Directors called for that purpose, providing a quorum (three) of the Directors as provided by these bylaws is present at such regular or special meeting.

ARTICLE XV: Implementation

These bylaws supersede all previously existing Constitutions and bylaws and are effective as amended.