



### *The 6 Steps to ARRL Affiliation*

1. Complete these forms.
  - [Resolution of Affiliation](#)
  - [Initial Club Detail Report](#)
  - [Membership List](#)
  - [Sample Club Constitution and by-laws](#)
2. Mail **3 copies** of the documents to:  
American Radio Relay League  
Affiliated Club Program  
225 Main Street  
Newington, CT 06111
3. We will check the forms for completeness and send them to your Division Director and Section Manager.
4. Your Director in consultation with your Section Manager and Affiliated Club Coordinator, will approve (or disapprove) your club's affiliation application.
5. At their next regular meeting or my mail vote, the ARRL Executive Committee (EC) will approve (or disapprove) your club's affiliation application.
6. Upon EC approval, you will be presented with a handsome Charter of Affiliation and begin to receive Affiliated Club benefits.

Once your club is affiliated, it remains affiliated. To stay actively affiliated, you must complete and submit an Annual Report at least once a year. Your club's status will be changed to inactive should 2 years go by without our receiving an Annual Report. Your club can return to active status at any time by simply completing and submitting an Annual Report.



## Resolution of Affiliation

*It shall be the policy of the League to affiliate with itself organized, non-commercial Amateur Radio groups or societies of kindred aims and purposes with a view to forming a homogeneous organization for unity of action in matters affecting amateur welfare.*

*-ARRL Articles of Association*

Club Name\*: \_\_\_\_\_

Address \_\_\_\_\_

WHEREAS, this organization has been invited by the American Radio Relay League, Inc., to become affiliated with it in its work, and is willing to cooperate with the League in its activities in Amateur Radio operation and desires to become associated therewith, and is aware of the mutual benefits to be obtained through such an alliance, be it

RESOLVED: that this organization hereby requests affiliation with the American Radio Relay League and agrees to engage actively in the work of the ARRL through the stations of its members and under jurisdiction of the recognized officials of the American Radio Relay League, to the extent permitted by the radio communication laws and regulations.

Signed \_\_\_\_\_ Title \_\_\_\_\_  
Club president, trustee, faculty member or sponsor\*\*

Callsign \_\_\_\_\_ Date \_\_\_\_\_

## Resolution of Affiliation

Request for affiliation in category (check one)

1. Local Amateur Radio Club
2. Regional or national organized Amateur Radio group
3. Local school or youth group or Amateur Radio Group in homes for the elderly or disabled.
4. Groups of Amateur Radio clubs joined together in common purpose.

In category 1 and 2, at least 51% of the voting members must be Full or Associate members of the League, and at least 51% of the voting members must be licensed radio amateurs. Note that this is voting members, not necessarily total members.

\* In category 3, the name of the club must clearly show the school or youth group nature of the club, such as the Boy Scout Troop 345 Amateur Radio Club, or the Taft School Amateur Radio club. In this case, only the club sponsor, faculty advisor, trustee or president needs to be a League member and a licensed amateur. Homes for the elderly or disabled must have one ARRL member who is the president, trustee, sponsor or advisor.

In category 4, at least 51% of the member clubs must be actively affiliated with the ARRL for affiliation status to be granted.

Total Membership \_\_\_\_\_ Number of Voting Members \_\_\_\_\_  
Number of voting members who are ARRL members \_\_\_\_\_  
Number of voting members who are licensed amateurs \_\_\_\_\_

All correspondence about this application should be sent to:

Name \_\_\_\_\_ Call \_\_\_\_\_  
Club Office \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-mail address \_\_\_\_\_

# Initial ARRL Club Detail Report



Club Name: \_\_\_\_\_  
Call Sign: \_\_\_\_\_  
ARRL Section: \_\_\_\_\_

Specialties (check all appropriate categories and at least one):

General Interest	<input type="checkbox"/>	Contest	<input type="checkbox"/>	VHF/UHF	<input type="checkbox"/>
Public Service/ Emergency	<input type="checkbox"/>	Digital Modes	<input type="checkbox"/>	DX	<input type="checkbox"/>
School or Youth Group	<input type="checkbox"/>	Repeaters	<input type="checkbox"/>		<input type="checkbox"/>

Total number of club members: \_\_\_\_\_  
Number of voting members: \_\_\_\_\_  
Number of voting members who are licensed amateurs: \_\_\_\_\_  
Number of voting members who are ARRL members: \_\_\_\_\_

## Club/Council Address

Contact Person

Name: \_\_\_\_\_  
Call Sign: \_\_\_\_\_

## Club Address

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Eve): \_\_\_\_\_

E-mail: \_\_\_\_\_

Note: Put your club's real email address here. Do NOT put your club's @arrl.net address (if any).

## Club/Council President

Name: \_\_\_\_\_  
Call Sign: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Eve): \_\_\_\_\_

E-mail: \_\_\_\_\_

# Initial ARRL Club Detail Report

## Club/Council Newsletter Editor

Name: \_\_\_\_\_  
Call Sign: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Eve): \_\_\_\_\_  
E-mail: \_\_\_\_\_

## Club Information

Meeting location:  
Meeting day & time:

Date of officer elections:

Should prospective amateurs be referred to this club?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Services offered by the club:

Entry-level license classes	Higher license classes	
License test sessions	TVI/RFI committee	
Repeater	Packet radio BBS	
Club Newsletter	On-the-air Bulletins	
Hamfest		

Web page -- URL:

## Official Submitting this Application (Required)

Your Name: \_\_\_\_\_  
Call Sign: \_\_\_\_\_  
Office Held: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Membership Roster**



To become affiliated with the ARRL, at least 51% of your club's voting members must also be ARRL members.

If your group is a school or youth club, only one member, either the faculty advisor or club president must be an ARRL member

Please complete this roster of your club's members. We will check to determine if each member's ARRL membership is current:

Club name \_\_\_\_\_

#	<i>Member's Full Name</i>	<i>Call</i>	<i>Address</i>	<i>Check if Voting Member</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



## Sample Constitution

When organizing a radio club, writing a constitution is a big step towards putting a cohesive group. Here's a sample constitution that you may wish to modify to fit your club's needs.

### **Preamble:**

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the \_\_\_\_\_ (your club name and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

### **Membership: Article I**

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its By-Laws.

### **Officers: Article II**

Sec. 1. The officers of this club shall be President, Vice-President, Secretary and Treasurer.

Sec. 2. The officers of this club shall be elected for a term of one year by ballot of the members present, provided there be a quorum, at the annual meeting.

Sec. 3. Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.

Sec. 4. Officers may be removed by a three-fourths vote of the membership.

### **Duties of Officers: Article III**

Sec. 1. The President shall preside at all meetings, and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the office of President.

Sec. 2. The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club.



He/she shall maintain close liaison with the ARRL Section Emergency Coordinator to further club participation in the Amateur Radio Emergency Service.

Sec. 3. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and mail written meeting notices to each member. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

Sec. 4. The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended ; pay no bills without proper authorization (by the club or its officers constituting a business committee). At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term he/she shall turn over everything in his/her possession belonging to the club to his/her successor.

**Meetings:** Article IV

The By-Laws shall provide for regular and special meetings. At meetings, a minimum of one-third of the membership shall constitute a quorum for the transaction of business.

**Dues:** Article V

The club, by majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues or assessments shall be cause for expulsion from the club within the discretion of the membership.

**Membership Assistance:** Article VI

The club, through designated interference, Public Relations, and Operating Committees will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation's from club member-stations. The club shall also maintain a program to foster and guide public relations.

**Amendments:** Article VII

This constitution or By-Laws may be amended by a two-thirds vote of the total membership. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following regular meeting, provided all members have been noticed by mail of the intent to amend the constitution and/or By-Laws at said meeting.

Robert's Rules shall govern proceedings.

**By-Laws:**

1. Secretary. It shall be the duty of the Secretary to keep the constitution and By-Laws of the club and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.

2. Membership. Full membership is open to licensed amateurs. Associate membership is open to those actively engaged in a class leading to an Amateur Radio license and all other interested persons. Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers. Associate membership includes all club privileges except for the right to hold office and vote for club officers. Applications for membership shall be submitted at regular meetings.

3. Meetings. Regular meetings shall be held on \_\_\_\_\_ of each calendar month. Special meetings may be called by the President upon the written request of any five club member. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.

4. Dues. A regular monthly assessment of \$\_\_\_\_\_ per member is hereby assessed in accordance with the provisions of Article V of the constitution for the purpose of providing funds for expenses.

5. Interference committee. This committee shall consist of five members (appointed by the club President). The committee shall direct investigation, invite proper inquires, establish technical facts and testimony and report its results to the club.

(additional By-Laws may provide for technical, program, publicity and other committees, or other rules provisions not provided for in this sample constitution.