

# KCRACES Bi-Laws 7/12/07

## ARTICLE I – Name and Purpose

A. The name of this organization shall be “Kent County Radio Amateur Emergency Service”, hereinafter referred to as “KCRACES”

B. Purpose and objectives:

To provide a reliable and ready group of individuals as set forth by CFR 47 Part 97.401 et seq. to lessen burdens on Government Service when overburdened with a telecommunications emergency.

## ARTICLE II – Membership

A. Membership shall be open to all Amateur Radio Operators and any person interested in volunteer public service as long as the applicant passes a criminal record check, and by final approval of the directors. KCRACES membership will be comprised of levels. Levels will be based on amount of training, participation, and commitment. The levels shall be reviewed yearly and may change by majority vote of the Directors. The Levels shall not be used as a filter, but shall be used as a method of deployment during a disaster, emergency, or event. The Levels shall be published and provided to any person applying for membership. After the applicant applies for membership, a six month probationary period will be in effect, which after that time, the first level of participation should be achieved and the applicant’s membership is approved or disapproved by the Directors. See attachment R-500 for levels.

B. Basic Member Requirements

1. must be 16 years of Age for youth program or 18 years of age for full membership
2. Felony and Misdemeanor free
3. Willing to get an amateur radio license

C. The member will be required to maintain continuing education training standards within every 2 years of his/her anniversary date.

D. Criminal history will be reevaluated every two years.

E. Kent County RACES keeps an active roster. Members who are inactive for a period of three months will be placed on the inactive roster. Members who are not active for a period of more than five months will be removed from the roster and must re-apply.

- F. Due to the sensitive nature and access members have to information, all information including but not limited to: paperwork, notes, comments, frequencies, reports and trainings are to be considered extremely confidential in nature. Members should not discuss these things with non-members.
- G. Potential members must not be part of any organization that supports the overthrow of government, discrimination of religions or discrimination of race.
- H. Potential members must reside within 60 minutes response time to be considered full members.
- I. Any Felonies or misdemeanors are considered as immediate ineligibility and all rights to membership will be terminated.
- J. For members to keep a status of available they must participate in one meeting every three months.
- K. Members may be excused from a meeting if they contact a coordinator 24 hours before the meeting. If a member is not present at three meetings in a row they will be moved to Inactive status. At this point a letter stating this will be sent to the member. If a member does not return to active / available status within 5 months from inactivity they will be dismissed with out prejudice and may reapply when able to commit to the group again.
- L. For members to stay in active status they must participate when available in activations. Members are excused from activations for work, elder / child care, scheduled vacations and illness. Frequent failure to show for activations will result in in-active status
- M. Membership status will not be evaluated based on sex, race, religious beliefs, amateur radio club membership, disability or marital status.
- N. Full Members must be eighteen years of age on or before date of application approval for membership to be eligible.
- O. Youth Members must be 16 years of age on or before date of application approval to be eligible for membership.
- P. Any and all pieces of identification issued to members by served agencies are property of the served agencies and must be returned to KCRACES within 7 days of resignation or termination. Any served agency representative may recall identification at any time for any reason.
- Q. Membership Application process: All potential members will follow the following process for application to become a member of Kent County RACES

1. Complete and Sign RACES member application
  2. Turn in signed copies to the Kent County RACES Coordinator or designee
  3. Await verbal notification
  4. Pass interview process with member board consisting of at least one member of TOP leadership and Human resource manager
- R. All Potential members have a 6 month period in which they will be evaluated for potential full membership in the organization.
- S. KCRACES will have 3 levels of Membership: associate, full and youth
1. Youth – Those members who are over the age of 16 but not over the age of 18. – See youth program for full details
  2. Associate – Members who are outside of the 60 minute response time or who cannot commit fully to the organization’s training requirements.
  3. Full – Members who are participating fully with organization
- T. Members are required to be within a 60 minute response area to be considered a full member.
- U. Any members outside the 60 minute response area are considered associate members. Associate members will be allowed a relaxed standard of participation.

## **ARTICLE III – Officers, and the selection of Officers**

- A. The Officers of KCRACES shall be: (Listed in Order of Chain of command)
1. RACES Coordinator – Appointed by Kent County Emergency Manager
  2. Deputy RACES Coordinator - Appointed by RACES Coordinator
  3. Assistant Deputy RACES Coordinator – Appointed by RACES Coordinator
  4. Assistant Deputy RACES Coordinator Alternate – Appointed by RACES Coordinator
  5. Assistant to the RACES Coordination staff – Appointed by RACES Coordinator
  6. Cadre Leader – Search and Rescue
  7. Cadre Leader – EOC operations
  8. Cadre Leader – Safety
  9. Cadre Leader – Technical
  10. Cadre Leader – Training
  11. Cadre Leader – Hospital Communications
  12. Cadre Leader – Sky Warn

- 13. Cadre Leader – Treasurer
- 14. Cadre Leader – Information Technology
- 15. Cadre Leader – Public Information officer
- 16. Cadre Leader – Nets
- 17. Cadre Leader – Fund Raising
- 18. Member at large

B. The RACES Coordinator shall be by appointed by the Kent County Emergency Management Director.

C. The RACES Coordinator shall appoint all Assistants.

D. Assistants serve a one year term at which time position status is to be reviewed.

E. Duties of the Coordinators: (Not listed in order of command)

**1. RACES Coordinator (RC)**

- A. Responsible for the overall management of group.
- b. Leads meetings, has final say on all decisions.
- c. Signs all papers issued by the group.
- d. Appoints all other positions.
- e. Responsible for meeting agendas.
- f. Makes safety decisions in place of safety Coordinator.
- g. Responsible for Alert and Notification for Kent County RACES.
- h. Responsible for day-to-day operations, reports, alert and notification.
- i. Scheduling of meetings, trainings and other activities.

**2. Deputy RACES Coordinator (DRC)**

Takes over for RC as needed.

**3. Assistant Deputy RACES Coordinator – (ADRC)**

Takes place of DRC when RC is absent.

**4. Assistant Deputy RACES Coordinator Alternate – (ADRC-A)**

Takes place of ADRC when DRC is absent.

**5. Assistant to the RACES Coordination Staff – (ARCS)**

Assist's Coordination staff with duties as needed

**6. Cadre Leader– Treasurer/Secretary**

- a. Handles all monies, tax reports, donation records, keeps meeting minutes.
- b. Responsible for all bank records and correspondence with state and federal agencies related to financial issues.

**7. Cadre Leader– EOCC operations**

- a. Responsible for day-to-day up keep of Emergency Operations Communications center.
- b. Reports to RC and DRC on changes, improvements and needs of the EOCC.
- c. Also responsible for liaison between KCRACES and dispatch center personnel.

**8. Cadre Leader– Safety**

- a. Maintains safety program, makes safety decisions during any operations and trainings.
- b. Identifies hazards and recommends courses of action to be taken.
- c. Responsible for appointing a person to assist this coordinator when absent or when unable to be at a location.

**9. Cadre Leader – Search and Rescue**

- a. Responsible for maintaining and promoting ideals and trainings of the Search and Rescue team.
- b. Runs teams’ day-to-day operations, coordinates with the RC to set up trainings.
- c. Appoints an Assistant to respond when he/she is not available.

**10. Cadre Leader– Technical**

- a. Makes all technical decisions in relation to the position.
- B. Responsible for coordination of equipment set up for all events and operation.

**11. Cadre Leader– Sky Warn**

- a. Responsible for the Sky Warn program, maintains all records in relation to.
- b. Handles all related questions, training and paperwork.
- c. Advises RC/DRC on severe weather status and is responsible for nets related to position.

**12. Cadre Leader– Training**

- a. Responsible for all coordination of training activities, records and setting up of activities in relationship to the position.

**13. Cadre Leader– Hospital Communications**

- a. Responsible for all coordination of Emergency Hospital communications.
- b. Maintains contact information, station set up equipment lists, locations of antennas and other issues in relation to position.

**14. Cadre Leader– Information Technology**

- a. The KCRACES information technology manager will find ways to enhance the group's IT functionality as it relates to Amateur Radio and RACES.
- b. Areas of involvement are:
  - 1. To aid in setting group best practices
  - 2. Maintain and develop the group's web site; support the group in record management through databases and reports.
- c. The KCRACES IT Manager should have ample experience with computer technology including web programming, database administration, and computer hardware. PC programming is helpful.
- d. The IT Leader shall work with the Technical Leader on maintaining the minimum equipment necessary to set up and maintain a field command post infrastructure using the most current technologies our resources can accommodate.

Tasks:

- 1. Perform database administration as needed.
- 2. Backup databases and web site on a monthly basis.
- 3. Maintain the group's web site as needed.
- 4. Maintain the group's computers and peripherals.

**15. Cadre Leader– Public Information officer**

- a. Handles all media contacts and advises membership on how to deal with media representatives.
- b. Will be present as needed during any interviews with media.

**16. Cadre Leader– Nets**

- a. Responsible for coordination of all net activities in relation to position.
- b. Issues reports on net activity to proper parties responsible for setting up net control operators
- c. Coordinates training of net issues with training Coordinator.

**17. Cadre Leader - Fund Raising**

- a. Responsible for fund raising activities.
- b. Solicits grants and donations.
- c. Reports to board on progress.

**18. Member at large**

- a. Member at large is the membership voice on the board of directors/steering committee. This position will meet with board to provide input and vote on any issues that the board does. This position is to be voted on the RACES membership as a whole. This position will last 1 year from vote.
- b. Voting process for this position will be as follows:
  - 1. Nominations will be taken at a regular meeting.

2. If more than one person is nominated there will be a short public information process that the member at large will be able to state his or her feelings as to why they should in the position of member at large.
3. This will not last more than 5 minutes per candidate.
4. After this session members will vote on the candidate they feel would best serve this position.
5. Member at large will be required to come to all cadre leader meetings and maintain a level 2 commitment.

## ARTICLE IV – Membership status

To maintain active membership, Kent County RACES requires a member to participate in a meeting and activity at least once every three months. After a period of three months, members are moved to the in-active roster. Members may stay on the in-active roster for a period no longer than five months from the last date of activity.

## ARTICLE V – Revocation of Membership

- A. KCRACES is an at will organization. If the leadership determines a member is no longer interested in pursuing the goals and standards of Kent County RACES, they may be dismissed without reason or retaliation.  
All members will be assumed to use common sense and to be representing Kent County RACES during times on and off duty.
- B. This section will discuss the revocation of membership from KCRACES and will cover actions taken by KCRACES up to and including revocation of membership.
  1. **Loss of interest** - Members from time to time, loose interest in being an active member in RACES. A member showing loss of interests will have their membership revoked by not following the requirements of active membership. Each member must retain status as set forth by Article II in of these Bylaws
  2. **Termination** - If a member is terminated they have the right to appeal this decision to a board consisting of the Kent County EM, Kent County RC, Kent County DRC and the district 6 EC. This appeal must be made in writing within 10 days of termination. Reasons for termination can be but are not limited to:
    - a. Failure to yield to medical personnel
    - b. Failure to follow a request by leadership or incident command
    - c. Failure to complete available level 1 training successfully within probationary period.
  3. **Termination Appeal**

- a. If a member has been terminated for any disciplinary reason they may not reapply to KCRACES for a period of no less than 12 months.
- b. Terminations of RACES members result in an immediate forfeiture of the RACES card to the RC, DRC.
- c. All termination decisions made by the Kent County Emergency Manager will have no appeal rights or reactions.

## ARTICLE VI – Uniform / Identification / Logo’s

This section will define what proper uniform and identification methods of Kent County RACES members will be. Uniforms are to be neatly kept and to be worn at operations, events, meetings, and other related functions. Members may substitute uniform for properly worn identification cards when needed or uniform is unavailable to member. (Coming to meeting directly from work, responding to call outs with out prior notice)

### A. Identification:

1. Basic member Identification will be issued by the Kent County Office of Emergency Management and is considered property of.
2. This identification should be carried with members and displayed during any events, operations or meetings in relation to Kent County RACES.
3. All member identification returned to KCRACES with out incident by members who are dismissed or resign with out issue will be placed in the member’s permanent file. This ID will be valid for the duration to be reinstated during times of disaster or need.

### B. Logos:

1. RACES members are allowed to identify vehicles owned by or used by using a RACES sticker. Sticker should be placed on driver’s side lower window only. Any other logo with emergency management, ARES / RACES / use must be approved in writing by RC before placing on vehicle.
2. SKYWARN logos are acceptable if placed on rear window driver’s side.
3. Star of life or other Emergency medical identification should only be displayed by licensed medical personnel only

- C. Uniform – The goal of the uniform is to help be identified by members of served agencies and the public without being mistaken for police or fire or other emergency personnel, while still maintaining a professional image. All uniforms should be kept in professional appearance (Neat and Clean)

1. Shirts: Plain Grey Polo knit type shirt. Polo shirt may have embroidered RACES emblem or patch affixed on the Left side near the heart. Call Sign and Name may be placed above and below the patch on same side of shirt. No other patches or emblems other than the County of Kent or Search and Rescue logo maybe affixed to shirt.
  - a. Short-sleeved shirts may be substituted for a long sleeve shirt or coat meeting the same specifications and locations of emblems as above mentioned.
  - b. Grey T-shirt with black lettering RACES on back, and RACES logo on Front
  - c. Search and Rescue Shirts – Must be official KCRACES SAR apparel
  - d. Yellow – Operational Use only.
  - e. Navy Blue – Non-Operational duty shirt.
2. Pants Black BDU style pants
3. Universal Reflective Vests: Vests may be purchased from a variety of Vendors. Titles that are authorized are
  - a. Emergency Communications
  - b. Search and Rescue
  - c. RACES
4. Coats, Hats and other items.
  - a. Coats may be purchased to go with the RACES uniform.
  - b. The leadership will determine the color and style of coat to match other pieces of uniform

## ARTICLE VII – Key Stations

The Kent County RACES Technical cadre leader will identify members who have station capabilities to assist during times of need when the EOCC is over loaded or does not have the capabilities to handle the situation. Some requirements for these stations should be but are not limited to:

1. HF station Capabilities
2. Base UHF and VHF
3. Back up power
4. Packet Communications capable of VHF operation

## ARTICLE VIII – Mission Statement

We will strive to provide professional quality emergency communications support to the Office of Emergency Management. We will work to better our knowledge of emergency communications techniques and systems and to provide a positive and productive training environment for our members.

## ARTICLE IX – Required Go-Kit

In the interest of member financial situations a very basic go kit is required for responding to all emergency situations and should also be carried during times of High Alert status or standby. The equipment in the mandatory go kit should be able to be carried very easily with a member during operations without too much trouble. Go-kits should be able to sustain a member for operations of 24 hours with out outside help. Members may expand on the go kit and design larger kits for other operations. See Mandatory Go Kit attachment and Go Kit Idea list attachment for more info.

## ARTICLE X – Press / Confidentiality Policy

It is the policy of the Kent County Radio Amateur Civil Emergency Service to not discuss any matter with the press or anyone outside of our organization without prior approval of the incident commander, the county public information officer or the Kent County Emergency Manager. All interviews are to be coordinated through the Emergency Management office.

## ARTICLE XI – Meetings

All meetings and trainings attended by the members of Kent County RACES should follow the basic principals of respect. Members should show their respect for fellow participants by not talking amongst themselves unless on breaks, working on other items not related to the event or by interrupting the speaker. Each member should assume the KCRACES meeting rules are in effect even if they have not been read at the beginning of the meeting or training. Also, members should familiarize themselves with any emergency exits, bathrooms, and other services to be prepared for anything.

## ARTICLE XII – Roster

- A. Kent County RACES will produce one roster. This is the responsibility of the Kent County RACES RC or Secretary. The roster will be a secure complete roster with all contact information. This will be provided to the served agencies once a month or any time there are major changes. All Rosters are to be considered confidential and property of Kent County RACES. Old Rosters should be destroyed at the time of the new roster is issued.

- B. Full roster will be published every 2 months and updated as needed to the following:
  - 1. Cadre Leaders
  - 2. Emergency Management
  - 3. Kent County Dispatch
  - 4. Kent County RACES Emergency preparedness Response kits
  - 5. Kent County EOCC RACES information binder

## ARTICLE XIII – Member Statement

As a member of the Kent County Radio Amateur Civil Emergency Services, I will prepare myself for emergency situations by attending trainings, both organized and independent. As a member I will respect other members and do my best to help other members in times of need. As a member I will respect the decisions of leadership and fulfill requests to the best of my abilities. See Attachment – Speeds Law

## ARTICLE XIV – Response to an Incident

- A. KCRACES does not have emergency response status. Members shall follow all traffic laws in response to an emergency situation. Members who violate these may risk fines or other consequences.
- B. Members are not allowed to use emergency lights while en-route to an emergency.

## ARTICLE XIIV – Equipment

This section discusses how equipment owned, donated to, borrowed from Kent County RACES or County of Kent is handled.

- A. Issued equipment
  - 1. Equipment issued to any member or any served agency for use during an operation must be returned at the end of the operation to a member of senior leadership staff.
  - 2. The original person the equipment was issued or given to must continue chain of custody of equipment, i.e.: when leaving a site, but not removing equipment. Sign possession of and advise RACES staff of the change. Make note of whom you give it to.
- B. Borrowed Equipment
  - 1. Equipment that is lent to members must be signed out and is to be returned in the condition it was signed out in.
  - 2. Equipment may be lent to members on a per item, per situation basis deemed necessary by senior leadership staff.
- C. Damage of equipment

1. Issued during an operation  
While we hope equipment is never damaged during an operation it is possible. Members should make every effort possible to protect equipment. i.e.: not leaving radio in the rain, or in hazardous position.
2. Equipment lent to or borrowed by members  
Members are responsible for replacement or repair of any equipment lent to or borrowed by the member.

## Annexes:

## Attachments:

Training Levels  
Speeds Law  
Confidentiality statement  
Acceptable use policy  
Membership Information packet  
Search and Rescue – SOP

Kent County RACES Bi – Laws Receipt

I \_\_\_\_\_ have read, received and understand the  
Kent County Bi-Laws.

Member Signature:

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_