

**CONSTITUTION AND BYE-LAWS OF
THE INTERNATIONAL AMATEUR RADIO UNION REGION 1**

(ADOPTED IN 1987 and AMENDED IN 1992 [Constitution] AND IN 1995 [Bye-Laws])

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A.CONSTITUTION

----- Article A.1 - Name, Objectives, Definitions and Structure -----

- A.1.1. The name of the organisation shall be the International Amateur Radio Union, Region 1, also referred to as IARU Region 1.
- A.1.2 IARU Region 1 shall operate autonomously under this Constitution and its Bye-Laws but in accordance with the IARU Constitution.
- A.1.3 The objectives of IARU Region 1 shall be the protection, promotion, and advancement of the Amateur Service and Amateur - Satellite Service, especially within the framework of regulations established by the International Telecommunication Union, and to provide support to Member Societies in the pursuit of these objectives at the national level, with specific reference to the following:
- A.1.3.1. - representation of the interests of amateur radio at and between conferences and at and between meetings of international telecommunication organisation as well as other organisations.
- A.1.3.2. - encouragement of agreements between national amateur radio societies on matters of common interests;
- A.1.3.3 - enhancement of amateur radio as a means of technical self-training, particularly for young people;
- A.1.3.4 - promotion of technical and scientific investigations and innovations in the field of radiocommunication;
- A.1.3.5 - promotion of amateur radio as a means of providing relief in the event of natural disasters;
- A.1.3.6 - encouragement of international goodwill and friendship regardless of political, ethnic or religious considerations;
- A.1.3.7 - support of Member Societies in developing amateur radio as a valuable national resource, particularly in developing countries;
- A.1.3.8 - development of Amateur services in those countries not represented by Member Societies.
- A.1.3.9 - encouragement of national and international efforts to result in an amateur radio licence which is recognised internationally;
- A.1.3.10 - encouragement of amateur radio sport activities.
- A.1.4 Within this Constitution, the following terms shall have the meanings defined below:
- A.1.4.1. **AMATEUR SERVICE**
- A radio communication service for the purpose of self-training, intercommunication and technical investigations carried out by amateurs, that is, by duly authorised persons interested in radio technique solely with a personal aim and without pecuniary interest.
- A.1.4.2. **AMATEUR-SATELLITE SERVICE**
- A radio communication service using space stations on earth satellites for the same purpose as those of the amateur service.
- A.1.4.3. **BYE-LAWS**
- The rules of the IARU Region 1, adopted under the provisions of the Constitution for the governance of its affairs.
- A.1.4.4. **GENERAL CONFERENCE**

The IARU, Region 1 General, normally held every three years.

A.1.4.5. **MEMBER SOCIETIES**

A national amateur radio society within Region 1 that has been accepted for membership in the IARU.

A.1.4.6. **REGION 1**

A geographical area, the boundaries of which are defined in number 14 of the IARU Bye-Laws. Unless otherwise specified in those Bye-Laws, the Region 1 shall correspond to the boundaries into which, for frequency allocation purposes the world has been divided by the International Telecommunication Union (ITU).

A.1.4.7. **SPECIALISED BODIES**

Committees, Working Groups and Coordinators, set up and/or appointed by the General Conference.

A.1.4.8 In this Constitution and in its Bye-Laws, words importing only the masculine gender include the feminine gender. Marginal notes, and numbering of Articles, Sections and Paragraphs are inserted for ease of reference only and do not form part of this Constitution, nor shall they affect its interpretation.

A.1.5 The IARU Region 1 consists of the following:

A.1.5.1 The Member Societies

A.1.5.2 The Executive Committee

A.1.5.3 The Specialised Bodies

A.1.6 The official language of the IARU, Region 1 is English.

A.1.7. The ultimate authority of the IARU, Region 1 is vested in the Member Societies.

A.1.8 The structure and operation of the IARU Region 1 shall be as stated in this Constitution and its Bye-Laws.

Article A.2 - Member Societies

- A.2.1 Membership of IARU Region 1 is only open to national amateur radio societies representing the countries or separate territories within Region 1.
- A.2.2 There shall be only one Member Society representing a country or separate territory.
- A.2.3 The Member Societies shall have the rights and obligations stated in the IARU Constitution and in the IARU Bye-Laws.
- A.2.4 The Member Societies shall pay their annual contribution in accordance with Article A.6 of this Constitution and the financial section of the Bye-Laws.
- A.2.5 The Member Societies are entitled to appoint delegates, proxies and observers to attend IARU Region 1 Conferences and meetings of specialised bodies. Each such Member Society has one vote.

Article A.3 - The General Conference

- A.3.1 The IARU Region 1 General Conference shall be convened by the Executive Committee in accordance with Article A.3 of this Constitution and shall be held in the country of the Member Society of Region 1. Its venue shall be decided by the preceding General Conference. However, if circumstances make it necessary, the Executive Committee may change the venue of the General Conference.
- A.3.2 The participants of the General Conference are:
- A.3.2.1 - Delegates, Proxies and Observers duly appointed by the Member Societies;
 - A.3.2.2 - Members of the Executive Committee;
 - A.3.2.3 - Chairmen or Coordinators of Specialised Bodies;
 - A.3.2.4 - Observers invited by the Executive Committee;
 - A.3.2.5 - Guest observers from non-radio amateur bodies invited by the host society after approval of the Executive Committee;
 - A.3.2.6 - Guests of honour invited by the Executive Committee;
 - A.3.2.7 - Guests of honour invited by the host society after informing the Executive Committee.
- A.3.3 - Decisions taken at General Conference may be by votes as defined in this Constitution and its Bye-Laws.
- A.3.4 - The highest authority of the General Conference is the Plenary Meeting.
- A.3.5 - Convening, holding and reporting on General Conferences are subject to procedures described in the Bye-Laws.

Article A.4 - The Executive Committee

- A.4.1 The Executive Committee is the general executive and managing body and it shall have full executive powers between General Conferences.
- A.4.2 The Executive Committee consists of a Chairman, a Vice-Chairman, a Secretary, a Treasurer and five Ordinary Members.
- A.4.3 The Executive Committee shall:

- A.4.3.1 -be responsible for examining all recommendations and resolutions adopted at General Conferences and meetings of specialised bodies and deciding upon the best method of implementing them;
- A.4.3.2 - meet together as required between General Conferences to examine the overall amateur radio situation in IARU Region 1 and worldwide and to take such action, in accordance with the Constitution and Bye-Laws, as may be considered necessary and desirable;
- A.4.3.3 - appoint to the IARU Administrative Council the two members of the Executive Committee as well as their deputies;
- A.4.3.4 - maintain liaison with the Member Societies, the specialised bodies, the IARU Administrative Council, the IARU International Secretariat and the other IARU Regions in order to achieve efficient coordination;
- A.4.3.5 - maintain liaison with the International Telecommunications Union and other international organisations dealing with radio communication or related matters;
- A.4.3.6 - where appropriate and possible, arrange amateur radio events and issue relevant publications in support of the Amateur Service and Amateur-Satellite Service.
- A.4.4 The Chairman of the Executive Committee shall have supervision over the policy and business of IARU, Region 1. He shall preside at meetings of the Executive Committee. At General Conferences he acts as the Chairman of the Conference and presides at the Plenary Meetings.
- A.4.5 The Vice-Chairman shall preside at the Executive Committee meetings in the absence of the Chairman. At a General Conference he acts as Conference Vice-Chairman.
- A.4.6 The Secretary shall be responsible for conducting all the routine business of IARU, Region 1 as well as for the supervision of the IARU, Region 1 Office. He shall maintain a record of all actions taken and keep proper Minutes of Meetings of the Executive Committee. He shall act as Conference Secretary at a General Conference and shall act as Secretary at meetings of permanent Committees held in between General Conferences. The Secretary is entitled to delegate the actual minute taking to the Office Manager and/or other assistants when this is deemed necessary by the Executive Committee. He shall maintain close relationship with Member Societies, Specialised Bodies, the IARU Administrative Council, the IARU International Secretariat, the other IARU Regions and the ITU.
- A.4.7 The Treasurer shall be responsible for all funds belonging to IARU, Region 1. He shall maintain proper accounts and shall submit to each Executive Committee meeting and to each General Conference, a comprehensive financial statement covering the preceding period and his recommendations regarding the future financial policy. He is responsible for collecting the financial contributions from the Member Societies.
- A.4.8 At the Final Plenary Meeting of each General Conference the Member Societies shall elect the Executive Committee.
- A.4.8.1 Its members shall be licensed radio amateurs and from different Member Societies.
- A.4.8.2 The election procedure is described in the Bye-Laws.
- A.4.9 The Executive Committee shall have power to fill a casual vacancy provided it occurs more than one year before the date fixed for the next General Conference. This person must be a licensed radio amateur belonging to a different Member Society from those already represented on the Executive Committee.
- A.4.10 If the Chairman is absent from a General Conference, the Vice-Chairman will take his place as Conference Chairman.
- A.4.10.1 If both the Chairman and Vice-Chairman are absent, the first Plenary Meeting shall elect a Conference Chairman for the duration of the General Conference.
- A.4.11 The Executive Committee shall have the power to invite the attendance of any person with special knowledge of a particular subject to attend a meeting of the Committee.

A.4.12 The presence of four members of the Executive Committee including the Chairman or the Vice-Chairman at a properly convened meeting shall constitute a quorum.

A.4.13 The period of office of the Executive Committee shall be from the last day of the calendar month following the end of the General Conference at which it is appointed until the penultimate day of the calendar month following the next Conference.

Article A.5 - Specialised Bodies

A.5.1 The General Conference may set up specialised bodies to work either for the duration of the General Conference or to work between General Conferences on specialised subject. They may be established as Committees, Working Groups and Coordinators for short-term or long-term according to needs.

A.5.2 The period of office of specialised bodies shall be the same or less than that of the Executive Committee.

A.5.3 The terms of reference, structure and work of the specialised bodies are defined in the Bye-Laws.

Article A.6 - Finances

A.6. 1 The annual contribution to be paid by each Member Society is based on an equal amount for each licensed radio amateur who is a member of that Society.

A.6.2 The amount of the annual contribution shall be decided upon at the General Conference.

A.6.3 The funds so obtained can be used only for the objectives of IARU, Region 1.

A.6.4 Special funds may also be created from contributions and/or donations. Such funds can only be used for the purposes for which they have been established.

A.6.5 Financial matters are subject to the procedures stated in the Bye-Laws.

Article A.7 - Amendments

A.7.1 This Constitution shall only be amended by a decision of a least a two-thirds majority of the total number of the IARU, Region 1 Member Societies, by voting procedures as stated in the Bye-Laws.

A.7.2. The Bye-Laws shall only be amended by a decision of a simple majority of the total number of the IARU Region 1 Member Societies, by voting procedures as stated in the Bye-Laws.

B. BYE-LAWS

----- Section B.1 - IARU Region 1 General Conference -----

- B.1.1 An advance announcement about the General Conference, including a call for papers must be distributed by the Executive Committee at least 18 months before the scheduled date of the General Conference.

- B.1.2. The Secretariat must be notified by the Member Societies about the number of participants not later than 9 months before the scheduled date of the General Conference.

- B.1.2.1 Six months before the scheduled date of the General Conference the Secretariat shall distribute the final attendance forms which shall be returned by the Member Societies, duly filled-in and signed by a Member Society official, to the Secretariat not later than four months before the scheduled date of the General Conference.

- B.1.3 Delegates, Proxies and Observers are accredited provisionally until their credentials have been examined by the Credentials and Finance Committee and are approved by the Plenary Meeting.

- B.1.4 Documents for the work of the General Conference may be submitted by the Member Societies, the Executive Committee, the Specialised Bodies, the Administrative Council, the International Secretariat and the other IARU Regions.

- B.1.4.1 Such documents should reach the Secretariat not later than 9 months prior to the scheduled date of the General Conference.

- B.1.5 Only official papers and proposals for the work of the General Conference shall be considered as conference documents and will be so numbered and included into the Agenda of the General Conference. They must be written in English and bear the official signature of the Member Society or official IARU body sending in the document and they may be signed by the author. The paper should show its origin, subject and suggested processing route (eg which Committee).

- B.1.6 Papers of a general informative nature which do not contain proposals may be distributed by their originators directly to the General Conference participants, after informing the Conference Secretariat. They are not numbered and they do not appear on the official list of conference documents nor on the conference agenda. Originators of such papers must themselves supply sufficient copies for distribution.

- B.1.7 In case of dispute on the status of any paper presented to the General Conference, the decision of the Plenary Meeting shall be final.

- B.1.8 The Secretariat shall distribute at least 6 months before the scheduled date of the General Conference at least one set of conference documents to all Member Societies, the Executive Committee and Chairmen or Coordinators of Specialised Bodies.

- B.1.9 The Secretariat shall distribute an additional set of conference documents at least 3 months before the scheduled date of the General Conference for delegates and observers whose participation has been finally confirmed by the Member Societies and other bodies.

- B.1.10 No proposals generated after the 9 months deadline may be accepted for the conference work, except incases where the delay was caused by evident external circumstance es and provided this proposal is of significant importance for the Amateur Service or the Amateur-Satellite Service. The decision whether such papers will be accepted will be taken by the Executive Committee.

- B.1.11 No new document containing proposals can be made once the General Conference has been opened and the agenda has been approved. However, originators may at any time amend or withdraw their own proposals and other participants may issue documents providing for amendments to the already presented official conference documents at any stage. Such documents must be written in English and delivered to the Conference

Secretary as early as possible.

- B.1.11.1 If the amendment to an existing document differs from such an extent to the original topic that it falls under another working body, it may be rejected, unless the Conference decides otherwise.
- B.1.12 Plenary meetings are chaired by the Conference Chairman and at least three Plenary Meetings are mandatory.
 - B.1.12.1 - on the first day to open the General Conference and approve the agenda, to establish conference committees and other specialised bodies and to elect their Chairmen and/or Secretaries;
 - B.1.12.2 - on the second day of the General Conference to receive and consider the report of the Credentials and Finance Committee on credentials;
 - B.1.12.3 - on the last day of the General Conference to receive and to consider the reports, recommendations and/or resolutions from the conference committees, to elect the Executive Committee and Chairmen, Coordinators of Specialised Bodies working in between General Conferences and at the following General Conference; to decide upon the venue for the next General Conference and to close the present one.
 - B.1.12.4 Other Plenary Meetings may be convened by the Conference Chairman, if required.

TABLE 1. - TIMETABLE FOR CONVENING A GENERAL CONFERENCE

MONTHS PRIOR TO SCHEDULED DATE	PROCEDURE	ACTION BY
18	Advance notice of the convening of a General Conference	Secretariat
18	Call for working papers	Secretariat
9	Notification of Number(s) of participants from each Member Society	Member Societies
9	All documents qualified for inclusion in the agenda of the General Conference must have been received by the Secretariat	Rule B.1.4.1 of the Bye-Laws
6	Distribution of final attendance forms	Secretariat
6	Distribution of a minimum of 1 set of Conference documents to each Member Society and to E.C. and Chairman or Coordinators of Specialised Bodies	Secretariat
4	Final attendance forms duly completed and returned to the Secretariat	Member Societies
3	Distribution of a set of Conference documents to each Delegate & Observer confirmed by the Member Societies	Secretariat

B.1.13 The General Conference comprises the following committees:

B.1.13.1 - the Steering Committee (IC.1)

B.1.13.2 - the Credentials and Finance Committee (C.2)

B.1.13.3 - the General Administrative and Organisational Committee (C.3)

B.1.13.4 - the permanent HF Committee (C.4)

B.1.13.5 - the permanent VHF/UHF/MICROWAVE Committee (C.5)

B.1.13.6 - the Election and Ballot Committee (C.6)

B.1.13.7 - other committees or working groups, set up for the duration of the General Conference only.

B.1.14 The Steering Committee consists of the Executive Committee and (in an advisory capacity) Chairmen of the Conference Committees. It coordinates the work of all conference bodies. The committee is chaired by the Conference Chairman and meets as often as necessary.

B.1.15 The Credentials and Finance Committee shall be elected at the first Plenary Meeting. It shall consist of an elected Chairman and not more than one delegate from each of six

different Member Societies. The Chairman, Treasurer and Secretary of the Executive Committee shall be ex-officio members of this committee to provide information.

- B.1.15.1 Delegates elected to this Committee shall not be replaced. Other heads of delegations shall be entitled to participate as observers as far as the examination of the IARU Region 1 financial situation is concerned. Other Conference participants are not entitled to attend the meetings of this Committee.
- B.1.15.2 The purpose of this Committee is:
- (a) to examine and to verify credentials to the General Conference, to establish the rights to vote and to give a report to the Plenary Meeting on the second day of the General Conference.
 - (b) to examine the financial situation of IARU Region 1 and give a report on the last day of the General Conference.
- B.1.15.3 This Committee shall act only for the duration of the General Conference.
- B.1.16 The General Administrative and Organisational Committee Meetings may be attended by any conference participants; participants' rights shall depend upon their status at the General Conference.
- B.1.16.1 This Committee is chaired by a Chairman elected at the first Plenary Meeting.
- B.1.16.2 This Committee shall discuss matters and proposals related to;
- (a) Administration and Organisation;
 - (b) Conferences and Meetings;
 - (c) Cooperation with other organisations;
 - (d) All other matters, except those that belong to the Terms of Reference of other committees.
- B.1.16.3 This Committee reports to the Final Plenary Meeting and shall only act for the duration of the General Conference.
- B.1.17 The permanent HF Committee meetings may be attended by each conference participant; participants' rights shall depend upon their status at the General Conference.
- B.1.17.1 This Committee is chaired by its Chairman elected at the Final Plenary of the previous General Conference. His term of office shall be the same as for the Members of the Executive Committee.
- B.1.17.2 The purpose of this Committee is to examine matters and proposals related to the use of the part of the radio frequency spectrum below 30 MHz.
- B.1.17.3 This Committee reports to the Final Plenary Meeting of the General Conference and to the Executive Committee between General Conferences.
- B.1.18 The permanent VHF/UHF/MICROWAVES Committee. The purposes and functions of this Committee are similar to those mentioned in Section B.1.17 for the permanent HF Committee, except that this Committee deals with matters and proposals related to the radio frequency spectrum above 30 Mhz.
- B.1.19 The Election and Ballot Committee shall be elected at the first Plenary Meeting and shall consist of a Chairman and two members which shall be duly accredited delegates from different Member Societies. None of them shall be a member of the Executive Committee, Chairmen of Specialised Bodies or a candidate for election.
- B.1.19.1. The purpose of this Committee is to arrange the Elections as per Section B.5 and all other secret ballots throughout the course of the work of the General Conference. This Committee reports to the Final Plenary Meeting and shall only act for the duration of the

General Conference.

- B.1.20 The General Conference may set up further committees and/or ad-hoc working groups, in accordance with the IARU Region 1 Constitution and its Bye-Laws, if the work of the General Conference so requires.
- B.1.20.1 The General Conference Committees C.3 and C.4 shall not be convened at the same time.
- B.1.21 A Member Society which for financial reasons is unable to send a delegate to the General Conference may apply for financial assistance from IARU, Region 1 funds. The application for such assistance must reach the Executive Committee at least 12 months before the scheduled date of the General Conference. Later applications shall only be considered in a case of emergency at the discretion of the Executive Committee. The financial assistance given out of IARU, Region 1 funds shall be limited in each case to one single delegate from a Member Society. The amount shall depend on available financial resources and the total number of applications received and shall be determined by the Executive Committee.
- B.1.22 Minutes of the Final Plenary Meeting shall be distributed to the participants of the General Conference within 30 days after the date of closing the General Conference. Comments and/or corrections on the Minutes shall reach the Conference Secretary not later than 60 days after the General Conference.
- B.1.22.1 A Report of the General Conference, including all decisions, resolutions, recommendations, and other information essential to reflect the course of the General Conference, should be distributed to all Member Societies and Conference participants within 120 days after the closing date of the General Conference.
- B.1.23 At the request of at least two-thirds of the total number of the IARU Region 1 Member Societies or of the Executive Committee, an Extraordinary General Conference may be convened. Such a Conference shall have a limited range of interests and be for a special purpose only. This Extraordinary General Conference has its power limited to its purpose and is not entitled to change or suspend any part of the IARU Region 1 Constitution and its Bye-Laws.

Section B.2 - The Executive Committee

- B.2.1 All Members of the Executive Committee shall assume specific tasks and responsibilities. Each Member shall be prepared to report on the particular subject delegated to him, to propose relevant actions and to take part in implementing them. In connection with his responsibilities the Member of the Executive Committee shall be kept informed by the IARU, Region 1 Office on all events and actions. He shall be consulted before any action on the relevant subject is taken.
- B.2.2. Meetings of the Executive Committee are convened by the Chairman. Their dates should be published well in advance to give IARU bodies and officers the opportunity to present their papers to be considered by the Meeting.
- B.2.3 The Chairman is entitled to convene a special Meeting at short notice, but in any case not less than three weeks, if extraordinary circumstances so require.
- B.2.4 Decisions at Executive Committee Meetings shall be on the basis of general consensus. However, if at least two Members wish a vote to be taken, open or secret, decisions will be by simple majority of votes. In the case of a tie the proposal or amendment is considered rejected.
- B.2.5 Between Meetings decisions may also be made by correspondence or other means
- B.2.6 Expenses incurred in connection with activities of the Executive Committee, as described in the IARU, Region 1 Constitution and its Bye-Laws and the expenses for maintaining the IARU Region 1 Office, are charged to IARU Region 1 funds, according to Article 6 of the Constitution.

- B.2.7 Members of the Executive Committee and those persons from IARU Region 1 who are invited for official reasons to attend meetings of the Executive Committee, shall be entitled to claim all reasonable out-of-pocket expenses, including the cost of economy air fare.
- B.2.8 The Executive Committee may adopt procedures governing its internal activities in addition to those specified herein.

Section B.3 - Specialised Bodies

- B.3.1 The IARU Region 1 may set up specialised bodies to act in an advisory capacity, with the aims of:
- B.3.1.1 - exchange experience related to their subjects;
 - B.3.1.2 - processing specialised materials and answering questions received from other IARU bodies;
 - B.3.1.3 - providing specialised consultation
 - B.3.1.4 - submitting specialised opinions, proposals and recommendations;
 - B.3.1.5 - participating in the organisation of IARU specialised events;
 - B.3.1.6 - undertaking specialised actions on behalf of Region 1.
- B.3.2 - The specialised bodies may make proposals and recommendations which have to be approved by a General Conference or by the Executive Committee in between General Conferences. Depending on the subject these Proposals or Recommendations may have to be ratified subsequently by the General Conference.
- B.3.3 These specialised bodies are formed as:
- B.3.3.1 - committees and their respective sub-committees;
 - B.3.3.2 - working groups and their respective sub-groups;
 - B.3.3.3 - one-man specialised coordinators, who for most purposes are considered to be equal to working groups.
- B.3.4 These specialised bodies can be:
- B.3.4.1 - short-term (eg conference committees, ad-hoc working groups etc) or
 - B.3.4.2 - long-term (permanent).
- B.3.5 The short-term bodies are those which act entirely within the duration of the event for which they have been formed, eg conference committees and ad-hoc groups, or those whose term is determined for a period of time expiring before the next conference.
- B.3.6 The short-term committees may be formed only by the General Conference. Their tasks are determined by, and they report to the Plenary Meeting of the General Conference. They may, if necessary, set up their own sub-committees and ad-hoc working groups, the existence of which cannot exceed the duration of their principal body.
- B.3.7 The work of the short-term committees is direct by chairmen, who are elected by the General Conference.
- B.3.8 The ad-hoc working groups may be called upon either by General Conference, or by any other body holding a meeting, aiming to consider a specific problem. Their tasks are determined by the body which calls upon them. The ad-hoc group reports to the body by which it has been appointed.

- B.3.9 The work of the small ad-hoc groups is conducted by Chairmen appointed by the principal body.
- B.3.10 The long-term specialised bodies are those whose term is not determined and which are intended to act between the General Conferences. These bodies are termed "permanent".
- B.3.11 The permanent bodies can be set up only by the General Conference on a proposal made by a Member Society or by the Executive Committee. Such a proposal shall be accompanied by the opinion of the Executive Committee and, if necessary, and applicable, also by opinions of other already existing specialised bodies, interested in the subject.
- B.3.12 Terms of Reference of the permanent specialised bodies are determined by the General Conference. In exceptional cases the Executive Committee may temporarily extend or restrict terms of reference of these bodies.
- B.3.13 There are two permanent committees, which are acting in an advisory capacity with the aim of considering policies and coordinating activities in the relevant parts of the radio frequency spectrum. The permanent HF Committee deals with matters relating to frequencies below 30 MHz and the permanent VHF/UHF/MICROWAVE Committee deals with matters relating to frequencies above 30 MHz. They may set up sub-committees, if necessary.
- B.3.14 All IARU Region 1 Member Societies are entitled to participate in the work of the permanent committees.
- B.3.15 The permanent working groups are formed according to needs. They are acting in an advisory capacity with the aim of coordinating particular activities of the Amateur Service and Amateur Satellite Service.
- B.3.16 The permanent working groups consist of persons appointed by the Member Societies interested in the relevant activity.
- B.3.17 The permanent committees and working groups service in their relevant capacity at the General Conferences.
- B.3.18 The work of the permanent specialised working bodies is directed by their Chairmen.
- B.3.19 Chairmen of the permanent bodies are appointed by the General Conference, on proposals coming from the respective and already existing bodies and/or from the Member Societies.
- B.3.20 The term of office of the Chairmen of the permanent bodies is the same as that of the members of the Executive Committee.
- B.3.21 A permanent working body should process questions and matters in the shortest possible time and inform interested parties about its opinion.
- B.3.22 The Chairman of a permanent body shall report to the General Conferences and annually to the Executive Committee. The report should contain the future plan for at least one year.
- B.3.23 Permanent specialised bodies may hold their working meetings not more often than once a year; in the year when the General Conference is held the meetings are to be held within the framework of the General Conference.
- B.3.23.1 Decisions taken at such meetings held between Conferences, which obtain a two-thirds majority of the Member Societies at such meetings represented, will become interim IARU Region 1 policy only after approval by the Executive Committee. They must be presented to the subsequent Conference for ratification.
- B.3.24 The Chairman must obtain agreement of the majority of the Member Societies of the permanent body represented at the meeting as to the venue and time of a planned meeting and the approval of the Executive Committee.

- B.3.25 The Chairman of the permanent specialised body must present to the Executive Committee for approval a budget related to the planned meeting. IARU Region 1 meets expenses of these meetings only in relation to renting of the meeting rooms and travel, plus food and accommodation for the Chairman of the permanent body. Expenses of the members of the permanent body are met by their own Member Societies.
- B.3.26 For some meetings of the permanent specialised bodies the Executive Committee may provide recording and/or secretarial assistance.
- B.3.27 For some meetings of the permanent bodies the Executive Committee may send its member or members for the purpose of liaison and advice.
- B.3.28 The Executive Committee budgets for the yearly limit of expenses of the Chairman of the permanent body or Coordinators'. Verified expenses are reimbursed by the Treasurer each year. This provision applies only to expenses directly related to postage, stationery, telecommunications, etc.
- B.3.29 If the Chairman of a permanent working body or a Coordinator is participating in the General Conference in his capacity at the expense of the IARU Region 1, he cannot simultaneously act as a delegate of his Member Society.

Section B.4 - Voting Procedures

- B.4.1 For a valid vote to be taken at any IARU Region 1 General Conference or a Meeting of a Specialised Body, more than half of the delegations accredited to the particular General Conference or Meeting must be present, constituting the quorum, unless other provisions of these Bye-Laws state otherwise.
- B.4.2 Each Member Society has one vote at General Conference and Specialised Bodies meetings. The voting shall be done only by duly authorised delegates, present in person.
- B.4.2.1 If a delegate cannot attend a meeting of committees and working groups being held simultaneously, his Member Society may replace him by another delegate from the same delegation, or may upgrade the status of its official observers.
- B.4.3 Delegations, which cannot attend a meeting of committees and working groups being held simultaneously, may authorise delegations of other Member Societies to speak and vote on their behalf at such meetings. The appropriate authorization shall be established in writing and duly signed by the head of the issuing delegation and handed over to the chairman of the meeting before its beginning.
- B.4.4 Member Societies may appoint another Member Society, to vote by proxy on their behalf at General Conferences only.
- B.4.5 No Member Society may hold more than one proxy vote.
- B.4.6 Member Societies who wish to appoint another Member Society to vote by proxy on their behalf, must notify the Secretary at least 30 days before the opening of the General Conference, which Member Society has been appointed as proxy holder
- B.4.7 Member Societies intending to send a delegation to the General Conference and having submitted the name(s) of their delegate(s), but due to circumstances beyond their control, are after all unable to send a delegation, may request another Member Society to accept their proxy.
- B.4.7.1 The proxy as indicated in B.4.7. must be made known to the Conference Secretariat before the First Plenary meeting.
- B.4.8 Member Societies leaving the General Conference before the beginning of the Final Plenary session may appoint another Member Society to vote on their behalf. This procedure shall not apply to the proxy they may hold. The appropriate authorization shall be established in writing and duly signed by the head of the issuing delegation and

handed over to the chairman of the Plenary before its beginning.

- B.4.8.1 However they may give to the Secretary their completed voting paper for the election of the IARU Region 1 Executive Committee to be delivered to the Chairman of the EBC at the appropriate time. This procedure applies also to the proxy they may hold.
- B.4.8.2 As far as the election of the IARU Region 1 Executive Committee is concerned, Member Societies leaving the General Conference before the beginning of the Final Plenary session cannot appoint another Member Society to vote on their behalf or use the proxy they may hold.
- B.4.9 The delegation of a Member Society acting as proxy must hold a "Letter of Appointment" signed by an officer of the Member Society concerned.
- B.4.10 For the purpose of voting:
- B.4.10.1 - a simple majority shall consist of more than half of the Member Societies voting. Member Societies abstaining shall not be taken into account;
- B.4.10.2 - a qualified majority shall consist of more than two-thirds of the voting Member Societies;
- B.4.10.3 - in case of a tie, a proposal of amendment shall be considered as lost;
- B.4.10.4 - when the number of abstentions exceeds half of the number of votes cast (for and against plus abstentions), the matter under discussion shall be put on the table for further consideration at a future meeting at which time abstentions shall not be taken into account, if the meeting so wishes the proposal or amendment may be withdrawn by the author for rewording.
- B.4.11 Decisions taken at General Conferences shall be by a simple majority of votes except that decisions regarding financial matters shall require a two-thirds majority.
- B.4.12 According to Article A.2.3 voting shall be compulsory whenever so stated, or at General Conferences and Meetings of permanent specialised bodies when at least two Member Societies request a vote to be taken.
- B.4.13 Voting shall take place in one of the following ways:
- B.4.13.1 - in between General Conferences or Meetings of Specialised Bodies: by postal vote (or letter or telex);
- B.4.13.2 - at General Conferences or Meetings of specialised bodies:
- (a) by show of hands, as a usual way (ordinary open ballot), unless stated otherwise in these Bye-Laws or requested to be done otherwise by one Member Society and seconded by another Member Society.
 - (b) by roll-call in alphabetical order of the English names of Member Societies is so requested by at least two Member Societies
 - (c) by secret ballot as per Section of these Bye-Laws, and if so requested by at least ten Member Societies.
- B.4.13.3 Requests for any form of ballot other than (a) must be made before the ballot starts. If there is sufficient support for another form of ballot, requests for a secret ballot take priority over requests for a roll-call, and those in turn over an ordinary open ballot.
- B.4.13.4 Postal voting shall be acceptable only when the General Conference or the Executive Committee considers it necessary to settle a specific matter.
- B.4.14 Voting over an amendment takes priority over voting over the proposal itself.
- B.4.14.1 If there are two or more proposals on the same matter they shall be put to the vote in the order in which they were presented unless the meeting decides otherwise. After each vote, the meeting shall decide whether or not the remaining proposals shall be voted on.

- B.14.2 Once a valid vote has been taken on any matter at a meeting of any IARU Region 1 body, the proposal or amendment cannot be put to a vote again at the same meeting, irrespective of the voting procedure chosen.

Section B.5 - Rules for the Election of the Executive Committee

TABLE 2 - TIMETABLE FOR THE ELECTION OF THE E.C

DAY AND TIME	PROCEDURE	ACTION BY
2nd Conference Day	Distribution of nomination forms	Secretariat
3rd Conference day before 18.00 hours	Curriculum Vitae of candidates to be delivered to the Conference Secretariat	Candidate(s)
4th Conference day	Publication of list of candidates together with CV's (preparation of the voting papers)	Election + Ballot Committee(EBC) and Conference Secretariat
5th Conference day between 18.00 and 19.00 hours	Collection of voting forms from Conference Secretariat	Heads of Delegations
6th Conference day Final Plenary	Collection of voting forms from the Heads of Delegations by roll-call ; counting of votes ; announcement of results	Election + Ballot Committee

Note - The 1st Conference day is, as per B.1.12.1, the day on which the first Plenary (Opening) Meeting is held.

B.5.1 The Executive Committee is elected at the Final Plenary Meeting of the General Conference. The procedures of election are conducted by the Election and Ballot Committee, hereinafter called the "EBC".

B.5.1.1 - The members of the Executive Committee shall be licensed radio amateurs and from different Member Societies. **)

Note: see Constitution Art.A..4.8.1.

B.5.2 On the second day of the General Conference the Secretariat shall send to each head of delegation the single standard form on which nominations for the Executive Committee are to be made.

B.5.3 The Nomination Form will include:

B.5.3.1 - the nominee's name, callsign and the name of the nominating Member Society;

B.5.3.2 - the nominee's signature, indicating his willingness to stand;

B.5.3.3 - the office he is being nominated for;

B.5.3.4 - the signature and callsign of the Proposer, who must be a head of delegation; the Proposer must not be the nominee;

B.5.3.5 - the signature and callsign of the Second, who must be a head of delegation; the Second must not be the nominee;

B.5.3.6 - the signature and callsign of the nominee's head of delegation, or a written statement from the nominee's Member Society.

B.5.4 No later than 1800 hours of the third day of the Conference each candidate who agrees to accept nomination shall fill in and deliver to the Secretariat the form containing: full name, amateur radio callsign, permanent address, and "curriculum vitae restricted only to particulars of his amateur radio activities. This "curriculum vitae" must not exceed 200 words in length and if longer it will

be stopped at the 200th word (it will not be abridged).

- B.5.5 On the fourth day of the General Conference the EBC shall publish the final list of candidates together with their form containing their curriculum vitae. The EBC shall prepare voting papers in a number equal to the number of Member Societies participating in the General Conference plus the approved proxies. The voting papers shall contain names and call signs of candidates who accepted nominations for any particular capacity. These uniform voting forms in uniform envelopes are to be collected from the Conference Secretariat by each Head of Delegation between 1800 and 1900 hours on the fifth day, the day before the Final Plenary of the General Conference.
- B.5.6 The voting is done by placing the "X" mark against the name of the chosen candidate.
- B.5.7 The voting paper is taken as invalid if:
 - B.5.7.1 - there are more candidates chosen for election than there are seats available in the Executive Committee;
 - B.5.7.2 - it is signed or marked so that its source can be identified;
 - B.5.7.3 - it contains names of persons not officially standing as candidates.
- B.5.8 During the Final Plenary Meeting the EBC collects all voting papers, including any proxies, in envelopes from the heads of delegations invited by roll-call as well as those delivered to the Secretary (as to B.4.8.1).
- B.5.8.1 After this procedure is finished the EBC will count the votes in a separate room and shall announce the results immediately after.
- B.5.9 If an equal number of votes is cast for two or more candidates there shall be a fresh ballot for these candidates.
- B.5.10 Any serious objections regarding the ballot procedure should be immediately presented at the same Final Plenary Meeting as a motion of order, which must be supported by suitable evidence and seconded. If the meeting considers it justified it elects two additional persons to the EBC and the ballot has to be repeated.
- B.5.11 Once the ballot is finished and considered valid, the nomination and voting papers shall be destroyed by the EBC and this fact reported to the Meeting.

Section B.6 - Financial Rules

- B.6.1 The IARU Region 1 financial year shall be from the first of January until the 31st of December of every year.
- B.6.2 IARU Region 1 accounts shall be maintained in one common convertible currency of good long-term stability. They shall be kept in a bank of good international reputation.
- B.6.3 The long-term IARU Region 1 general budget shall be proposed by the Executive Committee and approved by the General Conference. The Executive Committee is entitled to specify and modify various items of budget according to needs.
- B.6.4 The newly elected Executive Committee shall, within three months of its election, adopt its internal interim financial rules:
 - B.6.4.1 - how to account and to approve the money spent on travelling by the members of the Executive Committee, delegates to the Administrative Council and other IARU Region 1 officials, representatives and delegates;
 - B.6.4.2 - how to account and how to approve the money spent to carry on operations of the IARU Region 1 Secretariat and offices, including the office expenses of EC members and Chairmen of the permanent bodies.
 - B.6.4.3 - how to decide on and to handle bank operations.
 - B.6.4.4 These internal rules are valid only for the term of office of this Executive Committee and they shall not at any point contravene the IARU Region 1 Constitution and its Bye-Laws.
- B.6.5 All expenses from the IARU Region 1 funds shall be in accordance with the IARU Region 1 Constitution and its Bye-Laws.
- B.6.6 The annual membership financial contributions shall be established by the General Conference, which may delegate part of this authority to the Executive Committee.
- B.6.7 Membership financial contributions for the current year are invoiced by the Treasurer well in advance and shall be paid by each Member Society before the 30th June of each calendar year.
- B.6.7.1 A Member Society that has failed to fulfil all its financial obligations before the start of the first meeting of the Credentials and Finance Committee (C.2) at a General Conference, shall not be granted the right to vote or the right to appoint and hold proxies at that General Conference.
- B.6.8 Any Member Society not paying its financial contribution shall be reminded by the Treasurer. If the reminder is not successful and the Member Society has failed to pay its membership contributions for the total time amounting to two years or more, the Executive Committee will report that fact to the IARU Administrative Council for appropriate action.
- B.6.9 On a duly justified application presented by a Member Society, payment of its financial contributions may be postponed by the Executive Committee for a period not exceeding two years.
- B.6.10 IARU Region 1 accounts must be audited yearly by a qualified Auditor whose report shall be made available to all IARU Region 1 Member Societies.

Section B.7 - Miscellaneous Rules

- B.7.1 Member Societies shall appoint a member responsible for the IARU Region 1 matters, to be called "IARU REGION 1 Liaison Officer".
- B.7.2 A regular IARU REGION 1 NEWS bulletin shall be issued under the responsibility to all IARU Region 1 Member Societies.

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