

### **Ad-Hoc Committees**

By-Law 43: Other committees may be appointed by the President for specific purposes and defined duration.

## **Historical Committee**

In January 2000 the ARRL Board created a Historical Committee “to develop a plan for storage of historical artifacts and archival material related to Amateur Radio, and to explore means for future public access and display of such material.”

In July 2012, recognizing the need to strengthen the efforts to protect, preserve, and provide access to the items in ARRL’s Collections, the Board of Directors adopted a policy, recommended by the Historical Committee, as to the acquisition, access, care, and use of the Historical Collections. The premise of the newly adopted Policy is that if we are to know, appreciate, and use the treasures in the collections, we need to understand what is in the collections, and how to access, care for, and permit the use of those items. The committee and the board recognized the Policy, and the accompanying Terms of Reference were not an end but were the next necessary step in this process.

### **ARRL Historical Committee Collections Policy and Terms of Reference**

#### **Introduction**

The core purpose of ARRL is “to promote and advance the art, science, and enjoyment of Amateur Radio.” The historical collection is one of many ARRL activities maintained to further the Association’s core purpose. The Collection provides a record of significant activities, contributions, and accomplishments of ARRL and amateurs fostering a better understanding and appreciation of amateur radio’s origin and development over the years.

#### **ARRL Historical Collection Statement of Purpose**

The ARRL Historical Collection seeks to collect, identify, preserve, and conserve documents, objects, and images of significance to the history of ARRL and amateur radio, particularly in the United States, and to facilitate their use in understanding the history and importance of amateur radio and ARRL over time.

The purpose of this Collections Policy is to establish rules for the acquisition, preservation, and use of the historical collections (objects, photographs, books, publications, maps, manuscripts, letters, electronic data, audio storage instruments, etc.) of the ARRL Historical collection. This policy defines the collections and identifies administrative objectives and processes for managing the collections, in keeping with ARRL’s core purpose. This policy shall be reviewed every five years by the ARRL Historical Committee.

#### **ARRL Historical Collection Decision Making Responsibility and Authority**

The ARRL Historical Collection has three component collections:

1. Documents and publications
2. Images and sound recording
3. Artifacts

The ARRL Board of Directors has responsibility for the collection, but consistent with the Historical Collection Policy and Collecting Plan as outlined in this document, the Historical Committee shall have oversight of the collection, and the ARRL CEO shall authorize staff members and selected volunteers to accept new materials and be responsible for the care of the collections by the Collections Policy and the Collecting Plan.

**Acquisition** - The process of evaluating, obtaining custody, and acknowledging receipt of materials and objects.

Acquisition Criteria and Procedure:

1. The materials collected and retained must be relevant to and consistent with the core purpose of ARRL (the Association) and the ARRL Historical Collection (the Collection) Statement of Purpose.
2. ARRL must be able to provide for the storage, protection, and preservation of the materials under conditions that assure their availability for use by the collection statement of purpose.
3. Items will be retained so long as they remain useful to the purposes of the Association.
4. All donations of materials are considered outright and unconditional gifts to be used at the discretion of the Association. Title to all objects acquired shall be free and clear, without restriction as to use or future disposition.
5. Appropriate documents of title and transfer must be obtained at the time of acquisition.
6. Consideration regarding duplicate or essentially similar objects already in the collections and foreseeable use are factors in the acquisition decision.
7. No staff member or volunteer may obligate the Association to accept an object not consonant with the intent or spirit of the Acquisition Criteria.

**Accessioning PR** - Accessioning is the process of accepting items into the collection(s) of the Association.

1. At the time of acquisition, items will be identified, marked, labeled, recorded, and cataloged by standard museum or collection practices. Any binding or non-binding requests of the donor will be noted on the record.
2. The condition of all items will be noted during the accessioning process.
3. Records of all accessioned items will be kept with the ARRL's permanent records.
4. Items that are badly worn, deteriorated, or in significant disrepair will not be accessioned into a collection unless their extreme rarity or significant historical association warrants accession.

## **Care and Maintenance of Collection**

1. Only those materials that can be properly cared for and maintained given the Association resources available to care for the collection will be retained in the collection.
2. All materials shall be stored in a manner that provides optimal adequate accessibility and preservation.
3. Materials in need of restoration shall be restored as soon as possible.
4. Materials, whether in use or in storage, shall be protected from life-shortening forces such as excessive heat, cold, humidity, dryness, dust, ultraviolet light, insects, vermin, or improper handling.

**Deaccessioning** - the process of permanently removing from the collection(s) accessioned materials that are duplicates, fail to meet collection criteria, cannot be properly cared for, or are otherwise inappropriate to the collection.

To de-accession an item from the Association Collection the item must meet at least one of the following criteria:

1. The item is not relevant to the purpose of the collection.
2. The item lacks physical integrity.
3. The item is duplicated in the Association Collection or is easily found in one or more other collections.
4. The Association is unable to care for it properly.
5. The item has doubtful potential use in the collection in the foreseeable future.

## **Deaccession Procedure**

1. Written documentation describing the item and the pertinent criteria shall accompany and proposal for de-accession.
2. Proposals for de-accession shall be submitted to the ARRL CEO for review and approval.
3. Items approved for de-accession may be sold, auctioned, traded, given outright, or discarded when appropriate. Written documentation of the disposition, including the name of the recipient, date of transfer, method of sale (if any), sale price (if any), and in the case the item was gifted or otherwise disposed of, the reason for such action. [If the item was donated first consideration should be given to placing the item through gift or exchange in another tax-exempt educational entity.]

4. De-accessioned items may not be sold or gifted to staff, officers, or members of the Board or their representative without specific written authority from the (Chairperson) Historical Committee and the Chief Executive Officer.
5. Funds received from the sale of de-accessioned items will be deposited in the ARRL Preservation of Artifacts Fund.
6. Records of all de-accessioned items will be kept with the Association's permanent records.

**Loans** - A loan is a temporary transfer of material from the Association Collection to another institution, entity, or individual without transfer of ownership.

1. The Association lends items from its collection only for purposes of exhibition and research.
2. The Association only lends items from its collection under the terms of a loan agreement approved by the CEO and signed by an authorized representative of the Association and the other party.
3. Each loan agreement shall specify the purpose of the loan, how the item will be used, the duration of the loan, and the security provided for the loaned item. (e.g. insurance)
4. The maximum loan duration shall be for two (2) years. Any renewal of a loan shall require a formal loan renewal request and approval.
5. The Association shall only lend items from its collection to institutions, organizations, and individuals that, in the Association's judgment can comply with the conditions outlined in the loan agreement.

### **Access**

1. Documents, recordings, and images are not available for loan except in extraordinary situations. [Copies of documents, recordings, and images may be loaned.]
2. Physical access to original documents, recordings, and images is limited to designated staff members and approved researchers. Access by researchers is permitted under a usage agreement specifying the terms and conditions of access and usage of the collection materials.
3. Copying of collection materials is not permitted unless the user first signs a usage agreement specifically describing the limits of use, including full attribution to the Association and the Collection.
4. Forms providing access to the collection, reproduction of collection documents, recordings, or images must be approved by the appropriate Counsel.

**Our most significant “permanent” collections, which are continually maintained by dedicated volunteers, consist of:**

- a. Paper Archives
- b. Collections of photo negatives, prints, videos, films, & educational materials
- c. Vintage Equipment collection (former lobby museum)
- d. Vintage Book Library
- e. Equipment exhibits (in laboratory & lobby)

## **Amateur Radio Legal Defense & Assistance Committee**

### **ARRL Amateur Radio Legal Defense and Assistance Committee Guidelines (ARLDAC)**

Since 2000, the ARRL has assisted a variety of different amateurs with their antenna and other amateur-related legal issues. The lion's share of these expenditures has been in support of over thirty different situations, most relating to antenna ordinance issues in a variety of communities across the country from Maryland to Southern California. The support has been in the nature of research and legal briefs/opinions written by the ARRL's Regulatory Counsel up to and including direct financial support to fund legal costs in select situations. This has all come from the ARRL's Legal Research and Resource Fund which is funded through individual contributions from members.

The following criteria, rules, and procedures are used by the ARLDAC for determining whether to fund legal, legislative, or regulatory activities relating to Amateur Radio.

(1) To be funded, an activity must pertain to Amateur Radio. This may include situations involving Amateur Radio antenna height and placement, interference allegedly caused by Amateur Radio operations to non-Amateur Radio uses and services, interference received by Amateur Radio operations from non-Amateur Radio sources, matters about RF safety, aesthetics, structural safety, environmental issues, and any other matters found by the Committee to involve and potentially impact Amateur Radio operation.

(2) Funding shall be limited to activities that will or are predicted to provide precedent or example that will be significantly useful to other Amateurs in the situations described in paragraph one. In general, preference shall be given, in descending order, as follows:

- a) to appellate level cases of national scope;
- b) to appellate level cases of statewide scope;
- c) to trial level cases;
- d) to initiatives involving laws, bylaws, or regulations, which do or may impact the ability of Amateur Radio operators to deploy effective antennas.

Administrative and local land use authority activities are not normally eligible for funding unless and until they reach the judicial level, due to the absence of precedent value of such cases. In rare and exceptional circumstances, the Committee will fund such activity of this sort, upon a clear and convincing showing that the activity addresses a unique issue of law or may have wide ranging impact.

(3) Funding shall be limited to not more than \$10,000 per activity, to maximize the number of cases that can be funded with the limited money available. Funding is also limited to the amount of the Legal Research and Resource Fund. In special situations in which the Committee feels that additional funding is warranted, the \$10,000 limitation may be waived by the ARRL Executive Committee.

(4) For a case involving a particular antenna installation, the case must have substantial merit on the facts, and must present a significant issue of law, or be likely to provide a persuasive example that other courts or administrative boards are likely to follow.

(5) For initiatives involving laws, bylaws, or regulations, the matter must have the potential to impact a large number of amateurs either directly or as a persuasive example to other regulatory or legislative entities.

(6) Activities must present a question or situation that maximizes the leverage of ARRL funds. This includes situations which present, or are predicted to present, some or all of the following characteristics:

- a) activities with a high likelihood of success;
- b) activities in which a favorable result would have a particularly high value to Amateur Radio;
- c) activities in which an unfavorable result would have particularly severe negative impact upon Amateur Radio.

(7) There must be some financial participation by the Amateurs involved, and/or by the local Amateur community. For initiatives involving laws, bylaws, or regulations, there must be a well-developed effort on the part of affected Amateurs.

In addition to funding legal or rulemaking activities, the Committee may also fund the following activities, not to exceed \$10,000 per calendar year in total:

- a) Provision of research and background materials, such as books, law review articles, amicus briefs, and the like, to attorneys representing Amateur Radio clients in cases involving Amateur Radio issues.
- b) Support of training for attorneys and other professionals involved in Amateur Radio related issues, specifically including things such as Continuing Legal Education, classes, and seminars.

All decisions on funding made by the "Amateur Radio Legal Defense and Assistance Committee" must be by 2/3 majority. The Committee consists of two ARRL Directors, one or more ARRL Vice Directors, an experienced attorney not a member of the ARRL Board, and the Regulatory Counsel.

Requests and inquiries should be forwarded to the Chairman, ARRL Amateur Radio Legal Defense and Assistance Committee c/o ARRL HQ.



### **Investment Management Committee**

**Functions of the Committee** - The Investment Management Committee (Committee) shall be responsible for the ongoing management of professional advisors to the ARRL in connection with its investment portfolio (Portfolio), which may include, but not necessarily be limited to, investment managers, custodians, attorneys, accountants, and clerical staff. The Committee will comply with all applicable fiduciary, prudence, and due diligence requirements experienced investment professionals would utilize; and with all applicable laws, rules, and regulations from the various local, state, federal, and international political entities that may impact the Portfolio. The Committee shall prepare, establish, execute, and interpret an investment policy statement for the Portfolio.

The Committee is subject to certain duties and responsibilities, including, but not limited to:

1. Know the standards, laws, and trust provisions that impact the investment process of the Portfolio
2. Prudently diversify the Portfolio to a specific risk/return profile
3. Prepare, and maintain an investment policy statement to be approved by the ARRL Board of Directors
4. Have investment decisions made by prudent experts
5. Control and account for all investment-related expenses
6. Monitor the activities of all investment-related service vendors
7. Avoid conflicts of interest and prohibited transactions
8. Exercise proxy voting rights in the best interests of the ARRL

**Establishment of Committee** - The Committee shall consist of five individuals as appointed by the ARRL President and a Chairperson who will be the ARRL Treasurer. The initial term of each appointment will also be determined by the ARRL President. Any member of the Committee may resign, and his or her successor, if any, shall be appointed by the ARRL President. Each Committee member will acknowledge the acceptance of appointment to the Committee in writing. No Committee member shall have the authority to bind the ARRL in any contract or endeavor.

**Establishment of Officers** - The Committee shall have an office of Chairperson and a Secretary. The Chairperson shall be responsible for the conduct of all the meetings of the Committee. The Chairperson shall perform such other duties as the Committee may assign and shall be the designated Agent for service of legal process. The Chairperson shall not vote on committee matters.

The Secretary shall be responsible for keeping minutes of the transactions of the Committee and shall be the official custodian of records of the Committee. The Secretary, together with the Chairperson, shall execute all official contracts of the Committee. The Secretary shall compile Committee agendas. The Chairperson and Secretary are authorized by the Committee to execute any instruments necessary for the Committee to conduct business.

**Disclosure and Conflict of Interest** - Notwithstanding any provision of law, no Committee member shall vote or participate in a determination of any matter in which the Committee member shall receive a special private gain. Committee members have a duty of loyalty that precludes them from being influenced by motives other than the accomplishment of the purposes of the Portfolio. Committee members, in the performance of their duties, must conform and act under the documents and instruments establishing and governing the Portfolio.

## MEETINGS

**Attendance at Committee Meetings** - The Committee shall set its schedule of meetings. Special meetings may be called by the Chairperson or by a majority of the Committee members. The Committee shall meet at least once each quarter. Notices of meetings shall not be required if waived by all members of the Committee. In recognition of the importance of the work of the Committee, regular attendance at the Committee meetings is expected from all members. Any member who fails to attend three consecutive meetings of the Committee without an excuse acceptable to the other Committee members shall be deemed to have resigned from the Committee. A simple majority of the members of the Committee at the time in office shall constitute a quorum for the transaction of business. The action of the Committee shall be determined by the vote or other affirmative expression by the majority of its members in attendance where a quorum is present. Guests may be invited to attend meetings with the prior approval of the Chairperson.

**Agendas and Other Meeting Materials** - An agenda shall be prepared for each regular and special meeting of the Committee. The agenda shall set forth those items upon which the Committee anticipates taking action or discussing. Each agenda item shall have attached backup material necessary for discussion or action by the Committee. A copy of the agenda and backup material shall be furnished to each Committee member before the commencement of the meeting. Complete minutes detailing records of deliberations and decisions shall be maintained and held by the Secretary. The Secretary shall record all acts and determinations of the Committee, and all such records shall be preserved in the custody of the Secretary. Such records and documents shall be open at all times for inspection by Committee members to make copies by any person designated by the Sponsor.

**Meeting Calendar** - Each quarterly meeting will feature an in-depth analysis of a special topic. This schedule may be modified at the sole discretion of the Chairperson.

- Q1** Fee Focus – Investment expense, administrative fees, trends, and benchmarking data.
- Q2** IPS Focus – Evaluate whether the IPS continues to satisfy ARRL objectives, and make recommendations / reapprove as required.
- Q3** Investment Manager Services Focus – Review the investment advisory services agreement
- Q4** Practice and Policy Focus – Regulatory and legislative update, committee best practices. Review and recertify ARRL’s conflict of interest policy.

**Rules of Order** - In recognition of the importance of accomplishing the objectives of the Committee in a most orderly fashion, the Committee may establish rules of order or bylaws for the conduct of its meetings.

**Appearance before the Committee** - All persons who are scheduled to make appearances before the Committee shall be scheduled through the Secretary, and the Committee may establish the time limits established for such meetings. Appearances before the Committee may be in person or through a representative. All communications with the Committee shall either be in writing to the Secretary, teleconference, videoconference, by personal appearance, or other means as agreed in advance by the Committee.

### **Radiosport Platform Committee**

At the 2023 Annual Board Meeting, the Board created an ad hoc working group, comprised of board members, the CEO, the Director of IT, and members of the user community, all of whom have extensive demonstrated experience with LoTW and Radiosport, Gaming, and high-performance distributed databases. The Radiosport Platform Committee is charged with developing functional specifications, an application architecture, and an infrastructure design, preferably in a resilient Cloud environment that meets the needs of the current LoTW in terms of function and security, as well as extensibility, scalability, and ease of change to meet needs for at least 10 calendar years after go-live.