

The W1 QSL Bureau is a Nonprofit Corporation registered with the Commonwealth of Massachusetts.

By-Laws of the W1 QSL Bureau

Article I - Name

The name of this organization shall be: "W1 QSL Bureau, Inc."

Article II - Purpose

The purpose of the W1 QSL Bureau is to manage the distribution of amateur radio QSL cards received from international amateur radio operators and sent to United States amateur radio operators with an FCC assigned call sign in the USA first call district. QSL cards promote international goodwill and document technical and scientific achievement. This service is given without profit and performed only by uncompensated volunteers.

Article III - Membership

Membership shall be the members of the Sponsor Club.

Article IV - Officers

Directors

The governing board of this Association shall be three (3) Directors. The three Directors shall be:

1 – The President of the Sponsor Club. This individual shall also serve as the President of the W1 QSL Bureau.

2 - The Vice President of the Sponsor Club. This individual shall also serve as the Vice President of the W1 QSL Bureau.

3 – The Operations Manager of the W1 QSL Bureau as appointed below. This individual shall also serve as the Treasurer of the W1 QSL Bureau.

The Directors shall appoint the Clerk, also known as the Registered Agent, for the W1 QSL Bureau.

The Secretary shall be the Secretary of the Sponsor Club.

Managers

There are three Manager positions. An individual may serve as one or more of these three manager positions. Managers shall not receive monetary compensation for their service. They shall not provide monetary compensation to their volunteers assisting in their service. Managers and volunteers may be reimbursed for any supplies needed to perform their service.

Operations Manager – This position is responsible for the day-to-day operation of the organization. This person also serves as the Treasurer and is responsible for the financial management of the organization. The position of Operations Manager shall be approved by both the American Radio Relay League's New England Division Director and the President of the Sponsor Club. The position of Operations Manager may be revoked by agreement of both the American Radio Relay League's New England Division Director and the President of the Sponsor Club.

Pre-Sort Manager – The Pre-Sort Manager is responsible for receiving the bulk shipments of QSL cards sent to the W1 QSL Bureau from the other country's QSL Bureaus. The Pre-Sort Manager is responsible for the process of sorting those QSL cards into the 26 batches representing the 26 first letters of the callsign suffix. Assisting in this process are volunteers performing pre-sort as well as Amateur Radio clubs in the region doing so at one of their club meetings. The Pre-Sort Manager is appointed by the Operations Manager and can be revoked by the Operations Manager.

Letter Sort Manager – Also known as the Final Sort Manager. This person is responsible for the activities of the volunteer members that perform the final sorting of the QSL Cards. Letter sorting activity is divided into twenty six segments representing each of the first letters of the radio callsign suffix. The Letter Sort Manager is responsible for shipping or delivering the bulk QSL cards to each Letter Sorter. The Letter Sorter Manager is appointed by the Operations Manager and can be revoked by the Operations Manager.

Article V - Duties of Officers

The Board of Directors shall have the responsibility for overseeing the affairs of the organization.

The President shall be the Executive Officer.

To assure that each officer and manager may understand his or her duties, the Board of Directors shall keep up to date a job description for each officer and manager and for any committees.

Article VI – Meetings

The Sponsor Club shall hold meetings of the members as defined in their documents of organization. The Board of Directors shall meet annually within 90 days after the Sponsor Club meeting that elects the Sponsor Club officers.

Article VII - Quorum

Two (2) Directors shall constitute a quorum for Board Meetings.

Article VIII – Financial Model

The organization provides the service of delivering the QSL Cards to the area Amateur Radio operators. Since this deliver is usually done utilizing the US Postal Mail or other carriers, the organizations incurs a cost for the delivery. Amateur Radio operators send the organization funds to be used to cover the cost of the mailing of the QSL Cards. The organization maintains an account for each Amateur Radio Operator. It then deducts from those accounts the actual cost of the postage and a small fee to cover the cost of materials and operations, including the envelope. This process shall not result in any profit for the organization.

The funds are collected by the Operations Manager and held in the organization's bank account. The Operations Manager then distributes funds to the Letter Sorters as needed to cover their on-going expenses.

Article IX - Dues

There shall be no dues. All officers and directors serve as volunteers without compensation or financial obligation. The Sponsor Club may collect dues for the Sponsor Club's use that is independent of the W1 QSL Bureau operations. The Sponsor Club may make loans, if needed, to the W1 QSL Bureau.

Article X - Amendment

These By-Laws may be amended by a two-thirds vote of the membership in attendance at any Annual or Special Meeting provided that notice has been sent to the members at least thirty (30) days in advance of the meeting date and provided that at least fifteen percent of the members are in attendance.

Article XI - Parliamentary Authority

In all matters not covered by these By-Laws, the Parliamentary Authority shall be the most recent edition of ROBERT'S RULE OF ORDER.

Article XII - Dissolution

In the event of the dissolution of this organization, its assets shall be given to another organization whose purposes are similar and as approved by the American Radio Relay League's New England Division Director. All assets must continue to be used in compliance with state and federal requirements for this type of organization.

Article XIII - Enabling Clause

These By-Laws shall become effective as soon as adopted. The effective date of organization of the corporation shall be the date approved and filed by the Secretary of the Commonwealth.

Article XIV - Definitions

1 - Amateur Radio – Amateur Radio is a segment of the licensed radio operators and services regulated by international governmental agencies including, in the United States, the Federal Communications Commission (FCC). Amateur Radio operators are required to be licensed by their government and provide international goodwill including emergency communications services during disasters. By regulation, Amateur Radio operators are prohibited from receiving compensation for their communications service.

Excerpt from the Federal Communications Commission rules Part 97 regarding the Amateur Radio Service:

97.1 Basis and purpose.

The rules and regulations in this part are designed to provide an amateur radio service having a fundamental purpose as expressed in the following principles:

- (a) Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications.
- (b) Continuation and extension of the amateur's proven ability to contribute to the advancement of the radio art.
- (c) Encouragement and improvement of the amateur service through rules which provide for advancing skills in both the communication and technical phases of the art.
- (d) Expansion of the existing reservoir within the amateur radio service of trained operators, technicians, and electronics experts.
- (e) Continuation and extension of the amateur's unique ability to enhance international goodwill

2 – QSL Card – The term QSL is a radio telegrapher's (Morse code operator) shorthand indication of an acknowledgement. When Amateur Radio operators make a radio contact with another station, they often exchange a postcard-size card acknowledging the contact. This card is referred to as a "QSL Card". These cards contain the particulars of the contact and can also have pictures of the operator's location and station. They promote international goodwill and are also used to earn non-monetary awards and recognitions.

3 - QSL Bureau – The cost of mailing large quantities of QSL Cards internationally can be expensive due to the cost of international mailing. QSL Bureaus throughout the world provide a service of bulk mailing the cards internationally and then delivering the cards to the individual Amateur Radio operators in their region.

4 – W1 – W1 refers to the USA Federal Communications Commission first district defined as the six New England States.

5 – American Radio Relay League – The American Radio Relay League (ARRL) is the national organization for Amateur Radio in the United States. This organization is responsible for the operating framework of the regional QSL Bureaus in the United States. The American Radio Relay League may fund certain operational overhead activities of the W1 QSL Bureau.

6- Sponsor Club – The Sponsor Club is an Amateur Radio club that is responsible for the organization and operation of the W1 QSL Bureau. The President and the Vice President of the Sponsor Club serve as Directors of the W1 QSL Bureau. They are elected by the members of the Sponsor Club in accordance with the governing documents and procedures of the Sponsor Club.

ADOPTED: October 25, 2022 Marlborough, Massachusetts

At adoption the Sponsor Club is the Yankee Clipper Contest Club.