

Amateur Radio Community Service, Inc.

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PREAMBLE

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, and to educate and serve our community, do constitute ourselves the Amateur Radio Community Service Inc., and enact this constitution as our governing law. It is our desire to educate and further the exchange of information and cooperation between members, to promote radio knowledge in the community, foster fraternalism and individual operating efficiency, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community. We do further desire to provide within our community opportunities of enhanced communications, particularly with regards to public safety and emergency operations.

ARTICLE I. NAME and MISSION

Section 1.01: *Name.*

This organization shall be known as the “Amateur Radio Community Service, Inc.” Herein after referred to as “the Club”.

Section 1.02: *Purpose.*

The purpose of the Amateur Radio Community Service, Inc., (or “the Club”), shall be education, service, and scientific, including the promotion of interest in amateur radio communication and experimentation, the relaying of communications by radio without charge (especially in emergent and nonemergent service to the community), the advancement of the radio art, and the promotion of such activities as are allied thereto. Frequent operation on multiple radio frequency bands shall be encouraged, fostering competence and preparedness for such activities as may arise or be found to be needed.

Section 1.03: *Policy.*

It shall be the policy of the Club to support and join with the American Radio Relay League, and other local, national and international amateur radio groups, and civic organizations, as appropriate, to provide unity of action in supporting all aspects of amateur radio services in the community. Critical to many of the services to be provided by the Club shall be communicating and coordinating activity with local groups and

governments, including but not limited to those directly responsible for safety and emergency services, as well as promoting and educating the community with regards to such activities and their potential benefits.

ARTICLE II. FORM OF GOVERNANCE

The Club shall be chartered under state and federal regulations and working toward as becoming a charitable 501(c)(3) nonprofit corporation. To administer the affairs of the Club, the voting Full members, as herein defined, shall elect an executive committee (the “Officers”) as defined in Article IV. The Executive committee shall appoint eligible members of the Club to manage various functions of the Club's business and shall provide oversight of these appointees to ensure compliance with the charter and bylaws of the corporation. Unless otherwise defined herein, only elected Executive committee members of the Club shall bear fiduciary liability for any breach of performance.

ARTICLE III. MEMBERSHIP

Section 3.01: *Eligibility.*

Any person interested in amateur radio shall be eligible for membership in the Club. Privileges shall be accorded to each member as defined by their membership category. Membership in the Club is not transferable to another individual.

Section 3.02: *Categories.*

There shall be two primary membership categories: *Full* membership and *Associate* membership. *Full* members must hold a current valid radio amateur license issued by the Federal Communications Commission (“FCC”), and have paid membership dues. Full membership includes all Club privileges including rights to hold a Club office, and to vote in election of said officers. *Associate* members are those with no license for amateur radio operations. *Associate* members may participate in all activities of the Club, but are not permitted to hold office, nor to cast votes in the elections of Club officers.

Section 3.03: *Membership Dues.*

A regular non-refundable annual assessment of membership dues shall be required of all members, for the purpose of providing funds for Club expenses.

Section 3.04: *Membership Applications.*

Application for membership may be submitted on the forms provided for that purpose, along with payment. The new applicant shall become an active member at the conclusion of the meeting at which they submit their forms and payment.

Section 3.05: *Welcome Packet.*

Every new member shall receive, within two weeks of joining the Club, a packet of information from the Club.

Section 3.06: *Membership Renewal.*

Any member who has not renewed of their membership by the regular meeting of the Club in March shall be dropped from the membership roll. Such members may restart a new membership at any time.

Section 3.07: *Removal of members.*

A member may be removed from membership in the Club by a two-thirds vote of the membership. Procedure for such removal may be found in *Bylaws 1*.

Section 3.08: *Non-Discrimination.*

Membership shall not be denied due to race, ethnicity, gender, religion, political affiliation, or national origin or sexual orientation.

ARTICLE IV. OFFICERS

Section 4.01: *Executive Officers.*

The Executive Officers of the club shall be President, Vice-President, Secretary and Treasurer.

Section 4.02: *Qualifications.*

To qualify to be nominated or elected to an office in the Club, any potential candidate shall be 21 years of age or older, shall have been a Club member for a minimum of 2 years, and be a voting, Full member in good standing. He/she must be a licensed radio amateurs prior to their election, and for their entire term of office.

Section 4.03: *Duties of Officers.*

Section 4.03a: *President.*

The President shall preside at all Meetings, and conduct them according to the rules adopted, following Robert's Rules of Order and this Constitution and Bylaws. He/She shall enforce due observance of this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the Club, and perform all other duties pertaining to the office of President.

The President shall appoint, by motion approved, three Full voting members at large to serve along with the Executive Officers in forming and acting as the Executive Board.

The president shall appoint all committee chairpersons, by motion, and shall serve as an ex officio member of all committees with the same rights and privileges as any member of the committee. The president shall have the authority to create special committees, by motion, as deemed appropriate to conduct the business of the Club. The president shall be informed of all meetings

conducted by any authorized committee. Such committee appointments and special committees shall automatically expire at the end of the term of the appointing president or as he or she may direct, by motion, while in office.

At the expiration of his or her term, the President shall transfer all records and property belonging to the Club to the incoming president within fourteen (14) days.

Section 4.03b: *Vice President.*

The Vice President shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club. He/she shall maintain close liaison with the ARRL Section Emergency Coordinator to further club participation in Amateur Radio Emergency Service.

The Vice President shall further serve as an ex officio member of any and all committees under the auspices of the Club, with all rights and privileges accorded to members of the committee. In addition to the president, the vice president shall be informed of all meetings conducted by any authorized committee.

The Vice President shall be responsible for an accurate inventory of all club assets, including serial numbers and locations.

At the expiration of the Vice President's term, all records and property belonging to the Club shall be transferred to the incoming Vice President within fourteen (14) days.

Section 4.03c: *Secretary.*

The Secretary shall keep a clear record of the proceedings of all meetings, including a clear record of all motions, business items, votes, and other proceedings. He/she shall further carry on all correspondence, read communications at each meeting, and mail written notices to each member.

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

The secretary shall assist the President in ensuring that all club mail is picked up and appropriately distributed at least every week.

At the expiration of the Secretary's term, the Secretary shall transfer all Club records and property to the incoming secretary within fourteen (14) days.

Section 4.03d: *Treasurer.*

The Treasurer shall receive and provide receipt for all monies paid to the Club; keep an accurate account of all monies received and expended; and pay Club bills (with authorization by the Executive Officers). At each monthly meeting he/she shall submit each bill to be paid for authorization by a vote of the officers and members present.

He/she shall also maintain a roll of Full and Associate members and process submitted membership applications. He/she shall make membership applications available at every Club meeting.

At the expiration of the Treasurer's term, all financial records and any property belonging to the Club shall be transferred to the incoming Treasurer within fourteen (14) days.

Section 4.04: *Elections.*

Nominations for the election of officers shall be taken at the November Club meeting of each year. Election of Officers shall be undertaken, following Robert's Rules of Order, at the annual Club meeting in December of each year. The Treasurer shall advise of the qualification status of potentially elected Officers to hold elected office. Reasonable efforts shall be made by the Secretary to inform Full members in good standing of the nominations made at the November meeting, in advance of the December meeting. (A committee may be formed by the President, to expedite such efforts.)

Section 4.04a: *Special Elections.*

Special elections may be held at any meeting to fill vacancies that occur between regular elections but normally should be held at the next regular Club meeting following such vacancies. Notice of any special election shall be published by the Secretary a minimum of 5 days immediately preceding the meeting.

Section 4.05: *Terms.*

The Executive Officers of the Club shall be elected for one year by ballot and a majority vote of the members present at the annual meeting in December. The term of office for Officers shall take effect at the conclusion of the annual meeting at which they are elected and continue until adjournment of the following December annual meeting, or until the end of the meeting at which their successor has been elected and qualified.

The term of office shall not preclude any officer from running for re-election. However, no one holding the office of President may serve for more than three complete consecutive terms.

Section 4.06: *Vacancies.*

Vacancies occurring between elections must be filled by Special Election at the first regular meeting following the withdrawal or resignation. Should the office of President become vacant for any reason, the Vice President shall immediately and automatically

assume the office of acting President, and the office of Vice President shall be declared vacant, and subsequently one or both offices refilled under the terms of Section 4.04a at the next regular monthly meeting.

Section 4.06a: *Removal.*

Officers may be removed by a three-fourths vote of the membership present at any regular meeting.

Section 4.06b: *Expiration of Membership.*

If any officer is removed from Club membership, or if their amateur radio license is suspended for any reason, that office shall be deemed immediately vacant.

ARTICLE V. MEETINGS

Section 5.01: *Regular Meetings.*

Regular meetings of the Club shall be held once each month at such place and at such time as the President shall order. For the purpose of conducting any legal business of the Club at a regular meeting, a quorum shall consist of 8 Full voting members.

Section 5.02: *Annual Meetings.*

Annual meetings shall be held in December of each year. These shall be held at such place and time as the President shall order. Annual business of the Club, including election of Officers, shall be undertaken at the annual meeting.

Section 5.03: *Special Meetings.*

Special meetings may be called by the President, or upon the written request of any five (5) members of the Club. Notice shall be published to members informing them of the special meeting and of the business to be transacted. Such notices shall be published at least five (5) days prior to the meeting. Only such business as is designated in the notice shall be transacted at the special meeting except where the special meeting is called to take the place of a regular meeting as provided in Section 5.06, in which case any business may be transacted. For the purpose of conducting any legal business of the Club, a quorum shall consist of 8 voting members.

Section 5.04: *Executive Committee Meetings.*

The President, or any member of the Executive Committee, consisting of the four Club Officers, may call an Executive Committee meeting. The executive committee should meet monthly, but shall meet at least once per quarter. Meetings of the Executive Committee shall be at such time and location as the President shall designate. This meeting, as other Club meetings, is presided over and conducted by the President. Quorum for Executive Committee meetings shall be four of the five Officers.

Section 5.05: *Executive Board Meetings.*

The President may call Executive Board meetings, as deemed appropriate to make decisions and/or conduct the business of the Club.

Section 5.06: *Cancellation.*

A regular meeting may be cancelled by the unanimous vote of the Officers. A meeting may not be cancelled if any regular meeting in the past three months has also been cancelled. Meetings cancelled on short notice due to acts of god, such as weather, are exempt from the 3 month cancellation rule. Cancelled meetings should be rescheduled at another time, as provided in Section 5.03.

ARTICLE VI. FINANCES

Section 6.01: *Annual Dues.*

Annual dues for all members shall be proposed by the President and approved by the members. Annual dues are assessed in 12 month increments, from January through December of each calendar year.

Section 6.02: *Financial Reports and Statement.*

At each meeting of the Club, the Treasurer shall report on Club finances, including balances, income and expenditures since the previous meeting and report.

At the January meeting of the Club, the Treasurer shall provide a complete annual Financial Statement for the previous 12 month period, from January 1 through December 31.

Section 6.03: *Budget.*

Annually, during the month of January, the Officers shall prepare the Club's operating budget, which shall be presented to the Club at the regular meeting in February. When approved by the voting members, the budget shall be published. The treasurer shall be authorized to expend funds consistent with the approved budget and these bylaws.

Section 6.04: *Audit Committee.*

Upon assuming office, the President shall appoint a three-member committee for the purpose of examining the financial records of the Club. The committee shall consist of one member who is an Officer, and two (2) Full Club members, excepting the previous President and Treasurer. The findings of the committee shall be reported to the Officers no later than February 15. The Officers shall review the committee's findings and make any recommendations as appropriate at the March meeting of the Club.

Section 6.05: *Budgetary Process.*

The elected Officers shall be responsible for the administration and fiduciary liability related to such funds and shall be the designated Trustees. Consistent with these bylaws, the Treasurer shall expend only those funds approved through the budgetary process. Any funds sought for any reason outside of this process must be approved at a regular or special called meeting of the Club and duly recorded in the official minutes of the meeting.

Section 6.06: *Donations and Receipts.*

The Treasurer shall issue receipts for all donations of money and equipment and maintain an accurate record of all donations. Such donations shall soon be deductible for the donor under Section 170(c)(2) of the Internal Revenue Code. The Officers shall comply with current regulations of the Internal Revenue Service to ensure that donors receive receipts acceptable to the IRS and that the Club maintains its status under Section 501(c)(3) of the Internal Revenue Code.

Section 6.07: *Documenting Expenditures.*

A record of all expenditures of Club assets shall be duly made and maintained by the Treasurer. This record shall include the amount and date of the payment, to whom payment was made, the purpose of the payment, and how and by whom payment was authorized.

Section 6.08: *Dissolution of the Club.*

In the event of dissolution, all assets of the Club, financial or material, shall be distributed (after all debts have been satisfied) to other radio amateur clubs whose organization and philosophy are similar and meet the requirements of Section 501(c)(3) of the Internal Revenue Code. This would occur under the direction of the Club members at the last constituted Club meeting prior to dissolution, with the details of all such disbursement of assets included in the minutes of that final meeting.

Section 6.09: *Compliance with the Internal Revenue Code of the United States.*

The Club shall comply with all the requirements of Section 501(c)(3) of the Internal Revenue Code.

Section 6.10: *Fiscal Year.*

The fiscal year for all accounting for Club finances shall be from January 1st through December 31st of the following year.

ARTICLE VII. AMENDMENTS and RULES

Section 7.01: *Amendments.*

These bylaws may be adopted or amended by a two-thirds vote of voting members present at any regular or special meeting if advance copies of the proposed bylaws or amendments have been published, and if a quorum is present. For such Amendment or Adoption, a quorum of 10 Full voting members is required.

Proposals for amendments shall be submitted in writing to the Secretary and shall be read word for word by the Secretary just prior to voting. This requirement for reading proposed bylaws or amendments may be waived by a majority vote of the voting members present, provided a copy of the proposed bylaws or amendment(s) has been published to all voting members, no later than fifteen (15) days prior to the meeting.

Section 7.02: *Rules of Order.*

Robert's Rules of Order shall govern all proceedings of the Club, except in case of conflict with these bylaws, in which case the bylaws shall govern.

Section 7.03: *Order of Business.*

The order of business at each Club meeting shall be at the discretion of the President.

Section 7.04. *Adoption of Bylaws.*

These bylaws, or revisions to same, become effective at the conclusion of the meeting where they are adopted.

ARTICLE VIII. ASSETS

Section 8.01: *Financial Assets.*

As in Article VI, the Treasurer monitors and reports assets of a financial nature to the membership and Officers, as directed above.

Section 8.02: *Inventory of Assets.*

The Club shall maintain an inventory of all assets. Such inventory shall be made available by the Vice President to the membership at the regular meetings in March, June, September, and December. Each item inventoried shall be tagged and identified as property of the Club. The inventory shall include the make, model, serial number, location, and contact person for each item. Where such information does not exist on an item, a photo or an adequate description of the item shall be included to ensure identification and accountability.

Section 8.03. *Selling of Surplus Equipment.*

The club may sell surplus equipment and proceeds from the sale shall be collected by the Treasurer and deposited to the Club's account.

ARTICLE IX. CLUB TRUSTEES

Section 9.01: *Club Call Sign Trustee.*

The Trustee of the Club Station License shall be a member in good standing at the time of appointment and shall remain a member in good standing while fulfilling such appointment. As an experienced and valued and trusted member, the Trustee may be invited to Officer meetings and is expected to attend Club meetings. The Trustee shall serve at the pleasure of the Officers and may be removed and replaced during any regular or special meeting of the Officers. Included in his/her responsibilities is to assure that the call sign is properly registered and renewed when about to expire. The Trustee shall hold a valid amateur radio license, which shall conform to the operating privileges of each station, with the highest operating privilege determining the license requirement. Appointment as Trustee of the Club Station License conveys no rights to the assets of the Club. A Trustee may hold one or more Club call signs as allowed by FCC rules.

Section 9.02: *Repeater Trustee.*

The Trustee of the Club Repeaters shall be a member in good standing at the time of appointment and shall remain a member in good standing while fulfilling such appointment. His duty as Trustee is to monitor the operation of the Club repeaters and to regularly inform the Officers and Club membership of their condition, maintenance, and operation. It is also his responsibility to assure that the coordination and registration of the repeaters is maintained annually. Appointment as Trustee of the Club Repeaters conveys no rights to the assets of the Club.

BY-LAWS

1. ***Removal from Membership.*** Following felonious or immoral behavior, or manifesting significant negligence, or other behavior found by the Executive Board to be unbecoming in character, or a poor representation of the Club and its reputation, a member may be temporarily suspended by majority vote of the Executive Board. Following such temporary suspension, a member of the Executive Board shall give vocal warning to the member, and when applicable provide a time period in which the member may correct or amend such behavior. Following this time period the Executive Board member shall advise the member whether the member has been successful or unsuccessful in amending said behavior. In such instances in which the member has been unsuccessful, the Executive Board member shall provide *in writing* another period of time for said behavior to be amended. Should verbal and then written requests go unheeded, the name of the member shall be presented to the Club membership for permanent removal from membership in the Club. Such removal shall require a two-thirds vote of the membership in attendance. Alternatively, a member may be permanently removed from membership without cause at any time by a two-thirds vote of the attending membership.
2. ***Meetings:*** Regular meetings shall be held on the First Thursday of each calendar Month, in accordance with Article V.
3. ***Annual Dues:*** Dues are set at \$25.00 annually, in accordance with Article VI. New Technicians, who examine and successfully pass their exam at a regular Club meeting or other meeting of the Club team of Volunteer Examiners, shall have their Club membership dues waived for the remainder of the current calendar year.
4. ***Publishing Methods:*** Published methods include, but are not limited to: news media, personal phone contact, printed newsletter, postal mail, electronic mail, recurring club net, web groups, Facebook, website, SMS or mms messaging.