

# FIRST STATE AMATEUR RADIO CLUB

## CONSTITUTION and BY-LAWS

# CONSTITUTION

## PREAMBLE:

*We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, do hereby constitute ourselves the **FIRST STATE AMATEUR RADIO CLUB** and do enact this constitution as our governing law. It shall be our purpose to facilitate the exchange of information and general co-operation between members, to promote radio knowledge, fraternalism and individual operation efficiency, and to conduct club programs and activities as to advance the general interest and welfare of amateur radio in the general community.*

## ARTICLE I

### MEMBERSHIP:

**Section #1,** A prospective member is eligible to apply for club membership after attending three club functions. An applicant for membership shall submit an application to the Secretary of the club. The membership will vote on the application at the earliest general club meeting.

**Section #2,** Application for membership must be approved by a majority vote of the members present at a general club meeting. Any member may be ousted by a two-thirds vote of the entire membership

## ARTICLE II

### OFFICERS:

**Section #1,** The officers of the club, henceforth called the executive committee shall be:

1. President
2. Vice-President
2. Secretary
3. Treasurer
4. Program Chairman
5. Trustee

In the absence of the President, Vice-President, Secretary or Treasurer, their function at the meeting will be carried out by another member of the executive committee.

**Section #2.** The officers of this club shall be elected for a term of two years by secret ballot. The president may not be elected to serve more than two, (2), consecutive terms. The outgoing President shall not be eligible to run for any other office for one, (1), year following the completion of their term.

**Section #3.** Vacancies occurring between regular elections shall be filled by appointment of the president. In the event the president is unable to fulfill his or her duties a new president will be elected from the eligible members by majority vote of the executive committee.

**Section #4.** Officers may be removed on motion by a two-thirds vote of the entire membership, or by a motion for impeachment at a general meeting passed by a majority vote of the members present, in which latter case, the officer will be given the opportunity to resign. If a resignation is not tendered, a vote of impeachment will be conducted by mail ballot during the following month. The Secretary (or his/her designee) will mail the ballots in sufficient time to be returned by the next regular meeting. In the event the action is against the Secretary, the ballots will be prepared, sent and received by the president. Ballots will be opened and counted at the next regular meeting.

**Section #5.** All full members of the club are eligible to be nominated for any office. The President shall prior to the October Meeting of an election year appoint a nominating committee to report at the October meeting. The membership shall have the opportunity to make nominations from the floor at the October meeting. A member must agree to serve before their name can be placed on the ballot. All elections are to be by written ballot by mail or paper. All ballots shall be mailed to entire membership by Secretary (or his/her designee). Ballots must be returned to the President at or before the November meeting by mail or by hand. Paper ballots shall be provided at the November meeting for those members present that wish to vote at the meeting. The ballots shall be counted at the November meeting. The newly elected officers shall take over at the conclusion of the December meeting.

## Article III

### DUTIES OF OFFICERS:

**Section #1.** The president shall preside at all meetings of this club, and conduct the same according to the rules adopted, the president shall enforce due observance of this constitution and bylaws, decide all questions of order, sign all official documents that are adopted by the club, and perform all customary duties pertaining to the office of President.

**Section #2.** The Vice President shall assist the President in the day-to-day operation of the club. If the President is absent at any regularly scheduled, or specialty meeting of the club, the Vice President shall preside. Should the President no longer be able to carry out his or her duties or should the office of President become vacant for any reason, the Vice President shall assume the Office of President for the remainder of the current term.

**Section #3.** The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, carry on all correspondence, read communications at each meeting, and mail written notices to each member of the club, except when excused by action under the by-laws. The Secretary shall at the expiration of his/her term, turn over all club records to their successor.

**Section #4.** The Treasurer shall receive and receipt for all moneys paid to the club, and shall keep an accurate account of all moneys received and expended. The treasurer shall pay no bills beyond those authorized as petty cash within the by-laws without the authorization of the club. A report of the monthly transactions and balance of the treasury shall be reported at each regular monthly meeting. At the end of the year the treasurer shall present an itemized summary of receipts and disbursements. The treasurer shall at the expiration of their term turn over everything in their possession belonging to the club to their successor.

**Section #5.** The Program Chairman shall be responsible for planning programs for the regular monthly meetings. In addition the program chairman shall be responsible for planning any operating contests that the club should choose to participate in. The program chairman may appoint assistants where necessary.

**Section #6.** The Trustee shall hold the club license and shall be responsible for its use in accordance with FCC rules and regulations. The trustee shall retain the logs for all operations under the club call. The trustee shall be responsible for renewing the club license prior to its expiration. The trustee shall handle requests for QSL cards as a result of any operations under the club call sign, unless specifically excused from this duty by a simple majority vote of the club at a general meeting. The Trustee shall be reimbursed for the postage and QSL cards from the club treasury to comply with this duty.

## Article IV

### MEETINGS:

**Section #1.** The by-laws shall provide for regular and special meetings. At the meetings one officer and five club members shall constitute a quorum for the transaction of business.

## Article V

## DUES:

**Section #1.** The club shall collect dues in the amount specified in the By-laws

## Article VI

## AMENDMENTS:

**Section #1.** This constitution or the By-laws may be amended by a majority vote of the club members present at a meeting, provided all members have been notified by mail of the vote to amend the Constitution and/or by-laws at a specified meeting. Proposals for amendments shall be submitted at a regular meeting and may not be voted on until the next regular meeting after notification of the changes has been sent to all members by mail. Voting may be done by mail. Mail votes must be received 48 hours prior to the meeting to be counted. A No-Response or Abstentions shall be deemed as No-Objection and counted as a Yea vote.

## Article VII

## RULES:

**Section #1.** Robert's Rules of Order shall govern proceedings except as otherwise defined in the Constitution and By-laws.

## Article VIII

## MAIL:

**Section#1,** When the term mail is used herein it shall refer to both email and US Postal Service mail (US Mail). Email will be used preferentially whenever possible and for all general correspondence with members. If a member requests correspondence by US Mail only that request shall be honored whenever deemed reasonable and not a burden to the Club. For all FSARC business and Correspondence with the membership email shall be used when an email address has been provided to Club by the member. If no email address exists in the Club's records for a member an attempt will be made to send Correspondence by US Mail. Business and Correspondence here shall refer to and include but no be limited to voting, balloting, and official notifications. When Such Business, Correspondence or notification is of a timely nature and requires a response then; four (4) business days email and ten (10) business days by US Mail shall be deemed sufficient time to respond.

# BY-LAWS

## **Section #1 – Constitution**

It shall be the duty of the Secretary to keep a current copy of the Constitution and By-laws of the First State Amateur Radio Club and to make a copy available to all new members.

## **Section #2 - Membership Qualifications**

1. Full Member- Licensed amateur and be willing to abide by the rules set forth by the club.
2. Associate member - Any party or person interested in amateur radio, but do not possess an amateur license. Associate membership is converted to full membership on attaining an amateur license. Associate members have no vote.

## **Section #3 – Meetings**

Regular meetings shall be held the fourth Thursday of each calendar month at such place as the president shall order. The exception to this is that during the Months of November and December, the meeting shall take place one week earlier to avoid the holidays. The executive committee may temporarily change the meeting date at their discretion, provided the membership is notified either by mail or by phone at least 24 hours before the meeting date. If in the opinion of the president, holding the meeting would present a safety risk to the membership, such as might be the case during inclement weather or other state of emergency, the president shall have the authority to cancel the meeting. In the event of cancellation the membership shall be notified by phone and/or email as soon as possible and such notification shall be effectuated by a process to be defined by the President. The executive committee does then have the option to reschedule the meeting as provided for above.

Special Meetings can be called by the President at the request of a majority of the executive committee or at the request of five Full Members. Notices shall then be mailed to all members indicating the time and place for the special meeting and the business to be transacted so that the notices shall arrive by mail at least 24 hours before the time of the meeting set forth therein. All Full Members have the right to vote by letter delivered to the secretary before the time of the special meeting. Only business set forth in the notice may be transacted at the special meeting.

## **Section #4 - Dues.**

The annual dues for all members is currently \$20.00, due on Jan 1 of each year. If the dues are not paid by the April meeting the member shall be dropped from the roles. New members who join after the April meeting will be assessed prorated for the balance of the calendar year. The amount of the dues may be changed at any regular or special meeting by a simple majority of the members present, an amendment to the by-laws shall not be required. Dues may be forgiven on a permanent or temporary basis by a majority vote of the members present at a general club meeting.

## **Section #5 - Petty Cash**

Petty cash is defined to be the amount of money that the Treasurer can spend without prior authorization. This money is intended to be used for routine monthly expenses (e.g. postage, copying charges, etc.). This value is set to be \$50.00 dollars and may be spent each month by the Treasurer without further Authorization. This value may be exceeded if authorized by a majority vote of the executive committee and reported to the club at the next general meeting.

## **Section #6 - Incorporation papers**

It shall be the duty of the treasure to see that the Clubs letters of Incorporation are filled in a timely manner with the State of Delaware and any fees associated with this are paid.