

Constitution & Bylaws
of
Madison County Amateur Radio Club
Madison County, Ohio

CONSTITUTION

Preamble:

The Madison County Amateur Radio Club (the "Club") hereby adopts the following Constitution and Bylaws that shall supersede and take the place of any and all prior Constitution and Bylaws of the Club.

Mission Statement:

It is the purpose of the Club to promote the knowledge, enjoyment, and benefits of amateur radio; and to conduct Club programs and activities beneficial to the Membership and the community.

Article I. Name

The name of the organization shall be the *Madison County Amateur Radio Club*.

Article II. Membership

All persons interested in amateur radio communications shall be eligible for membership.

Article III. Officers

Section.1 The officers of the Club shall be President, Vice President, Secretary, and Treasurer.

Section.2 The officers of the Club shall be elected for a term of two years by majority vote of the eligible voting members present at the biannual December meeting or voting by e-mail. E-mail votes must be sent by the voting member to the Secretary not less than twelve (12) hours prior to the biannual December meeting.

Section.3 Vacancies occurring between elections must be filled by special elections at the first meeting following the withdrawal or resignation. If the vacancy is the office of President, then the Vice President shall assume the office of President.

Section.4 Officers may be removed by a three-fourths vote of all eligible voting members by in-person vote at a meeting called for that purpose or by e-mail vote. E-mail

votes must be sent by the voting member to the Secretary not less than twelve (12) hours prior to the scheduled time of the meeting.

Article IV. Duties of the Officers

Section.1 The President shall preside at all meetings. The President shall enforce the Constitution and Bylaws; decide all questions of order; sign all official documents adopted by the Club; and perform all other duties pertaining to the office of President. Committee and Subcommittee Chairs shall be appointed biannually by the President.

Section.2 The Vice President shall oversee the committees of the Club. In absence of the President, the Vice President shall assume all the duties of the President.

Section.3 The Secretary shall prepare and maintain minutes of business or special meetings to be submitted for membership approval at the next subsequent business meeting. The Secretary shall have custody of the Constitution & Bylaws. At expiration of the Secretary's term, all items belonging to the Club shall be passed to the Secretary's successor.

Section.4 The Treasurer shall have custody of membership lists and correspondence. The Treasurer shall receive and account for all monies paid to the Club, keep an accurate account of all monies received and expended, and pay bills as authorized for payment as provided in the Bylaws. The Treasurer will e-mail to the membership an itemized statement quarterly of income and expenses, and a membership roster. At expiration of the Treasurer's term, all items belonging to the Club shall be passed to the Treasurer's successor.

Article V. Meetings

The Bylaws shall provide for business, activity, and special meetings. At any Club meeting, a minimum of seven (7) of the eligible voting members shall constitute a quorum for the transaction of business. Robert Rules of Order shall govern the proceedings. Voting matters shall be brought forth by a motion. Discussion shall follow with amendments added or deleted as needed. The final version of the motion shall be read a final time and then a vote shall take place either by ballot or hand raise yea, nay, or

abstention. The methodology of voting shall be at the discretion of the President. Ties shall be broken by the President or presiding officer.

Article VI. Dues

The Bylaws shall provide for the establishment of membership dues and assessments by resolution of the Membership of the Club.

Article VII. Membership Assistance

The Club, through committees, will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation from Club member stations. The Club will encourage public understanding and awareness of the benefits of amateur radio.

Article VIII. Amendments

Proposals for amendments shall be submitted in writing at a business or special meeting or by e-mail to the Secretary and shall be voted on at the next following business or special meeting. This Constitution may be amended by a two-thirds vote of the eligible voting members voting in person or by e-mail. The Secretary will e-mail any proposed amendment to the membership at least ten (10) calendar days in advance of the meeting at which the vote will be taken. E-mail votes must be sent by the voting member to the Secretary not less than twelve (12) hours prior to the meeting.

BYLAWS

1. **Fiscal Calendar:** The Club fiscal year is January 1 to December 31.
2. **Officer Guidelines:** The offices of Secretary and Treasurer may be served by the same person during the same term.
3. **Membership Categories:**
 - a. Regular membership is open to licensed amateur radio operators. Regular membership grants all Club privileges including the right to hold a Club office and to vote.
 - b. Associate membership is open to those actively engaged in a class leading to an amateur radio license and all other interested persons. Associate membership grants all Club privileges except the right to hold a Club office and to vote.
 - c. Family membership is available to licensed amateur radio operators who are family members of a Regular member. Family membership grants all Club privileges except the right to hold a Club office and to vote.
 - d. Honorary membership may be proposed and voted upon by the eligible voting members at a business meeting. Honorary membership grants all Club privileges except for the right to hold a Club office and to vote.
 - e. Student membership is available to licensed amateur radio operators at a 50% discount if under 21 years of age.
 - f. Exam membership is available to newly-licensed amateur radio operators passing an exam at the Club's Laurel Examination. Exam membership is for new Club members only and is extended until the end of the calendar year.
4. **Membership Dues and Assessments:**
 - a. At each biannual December meeting, the Club shall establish, by resolution, the annual membership dues for the following two (2) years. Dues shall remain in effect until changed in accordance with these Bylaws. Student members under 21 years of age receive a 50% discount on membership dues. Exam members joining the Club are exempt from dues with a membership extended until December 31st of year exam was passed.

Family and Honorary members are exempt from payment of dues. Membership dues are due and payable on January 1 of each year. Membership dues are not refundable. Any member default in membership dues for more than ninety (90) days, will be served with a written notice sent by the Treasurer via e-mail to pay the amount due within thirty (30) days. If the dues are not paid within the time allowed, the member may be dropped from the membership roster as an active member.

- b. The Club may levy assessments in addition to annual dues.

5. Expulsion

- a. A request for a member's expulsion must be submitted to the Executive Committee in writing by at least three (3) Club members in good standing. This request must include names and call signs of all requesters and the member up for expulsion with facts to support the expulsion. Members may be expelled from the Club by the Executive Committee for conduct harmful to the Club. No member will be expelled without first having been provided written notice of the grounds for expulsion and an opportunity for a hearing before the Executive Committee. If a member up for expulsion fails to attend the hearing with the Executive Committee without just cause, the Executive Committee may expel the member. Any expulsion may be overturned by majority vote of the membership at a duly called meeting.
- b. An expelled member may not attend any Club sponsored events such as Field Day, QSO Parties, Club meetings, or any other Club sponsored events. An expelled member must serve an expulsion time period of the remaining membership year and one (1) full additional membership year. After serving the expulsion period, the member may rejoin the Club as a new member.
- c. An expelled member may request reinstatement during the expulsion period by submitting a petition for reinstatement in writing to the Executive Committee of the Club. The Executive Committee will meet with the petitioner to discuss previous behavior that caused the expulsion. The Executive Committee must make a decision on the petition for reinstatement within 10 days of meeting with petitioner. The petitioner and Club members will be notified of the Executive Committee decision by written notice via e-mail. If Executive Committee agrees to reinstate the expelled member, the member will rejoin as a new member.

6. **Club Committees:** Committee chairpersons and Committee members must be members in good standing, and are appointed by the President for terms of two years each. After the biannual election of officers, the President-elect should select Committee chairs and advise that a two year budget must be submitted at the January business meeting, Ad Hoc Committees may be appointed at the discretion of the President. The President shall be an ex officio member of each committee. Standing committees are:

- a. The Activities Committee shall organize Club activities, plan and recommend contests or other operating events, and advance Club interests and activities.
- b. The Public Affairs Committee shall be the official spokespersons for the Club with respect to information conveyed to various media services whether by a written article or verbal interview. The chairperson of the Public Affairs Committee shall be titled *Public Information Officer* and must approve all information before it is conveyed to the media.

Individual members are encouraged to promote amateur radio in the community; however, no individual member may serve as a spokesperson for the Madison County Amateur Radio Club. Requests by the media for information that pertains specifically to the Club shall be directed to the Public Information Officer, if available, otherwise to a Club officer.

- c. The Nominating Committee shall nominate Club officers and shall be comprised of the Immediate past President, the current President, the Vice President, and one individual selected by the President. Members otherwise eligible to hold office shall not be precluded from nomination by reason of membership on the Nominating Committee.
- d. The Technical Committee shall maintain the Club repeater and provide technical assistance to its members with respect to radio operation. The chairperson of the technical committee shall be the Repeater Trustee.
- e. The Executive Committee shall consist of the Repeater Trustee, the Activities Chairperson and the Club Officers. A majority of the Executive Committee may approve the use of Club facilities and equipment, including the Repeater, for amateur radio purposes consistent with the goals of the Club, without a membership meeting. The Executive Committee may, without specific Membership approval, approve the expenditure of Club funds for Club purposes in amounts not to exceed an amount approved by the Club membership by resolution at the biannual December meeting.

7. **Meetings:**

- a. Club activity meetings are held on the second Wednesday of each calendar month except for those months designated for Club business meetings. The Activities Committee is charged with the agenda for each of these meetings.
- b. Club business meetings are held on the second Wednesday of January and July for the purpose of reviewing financial status and conducting general business of the Club. At the biannual December meeting of an even numbered year, officers are elected, dues for the following year are set, and Committee expenditures for the following two years are approved.
- c. Special Club meetings may be called by the President upon the written request of any five (5) Club members. Notices will be sent to members concerning special meetings and the reason for the meeting. Only business designated by notice will be transacted at a special meeting. Notices for the meeting will be sent via e-mail to arrive not less than seven (7) days before the meeting.
- d. The Executive Committee is authorized to change or cancel the date or location of any and all Club meetings to accommodate holidays, bad weather, or any other reason deemed sufficient by the Executive Committee.

8. **Payment of Expenses:** The Treasurer is authorized to pay reasonable and necessary expenses of the Club without prior authorization of the membership. Those expenses include, by way of example and not limitation, office type supplies, payment of annual insurance premiums for insurance policies purchased by the Club, payment of Club bank account fees, and the payment of Club membership fees to the Ohio Repeater Council. Each Committee will submit a two year budget of annual expenses for approval of the Club at the January business meeting following an election year. Expenses within the approved amount may be paid or reimbursed by the Treasurer without further approval. The Treasurer may pay other expenses as they arise upon the approval of the other officers of the Club.

9. **The Repeater Trustee:** The Club owns a repeater system for amateur radio use. At the January business meeting following an election year, the Club President shall appoint or re-appoint the repeater Trustee. The appointed Trustee must be a Club member in good standing, holding a Regular membership, and must be an appropriately licensed amateur radio operator. At the end of the Trustee's term, resignation, or replacement, all repeater documents, manuals, and equipment,

shall be turned over to the President's designee for Trustee. In addition, the Trustee shall transfer the station licensure and Ohio Area Repeater Council ("OARC") registration to the designee of the President. The new Trustee shall promptly notify the Federal Communications Commission ("FCC") via the ARRL VEC and the OARC of the change.

Trustee Responsibilities: The Trustee is responsible for the appropriate use of the repeater system per FCC regulations and must provide periodic reports of the repeater status. The Trustee is the chairman of the Technical Committee. The Trustee is also responsible to abide by the rules of the FCC, and any special repeater uses or restrictions, allowable by law, as imposed by the Club. The Trustee is responsible for maintaining the repeater station licenses and OARC coordination documents, instruction manuals, and technical manuals. The Trustee may appoint control operators. The Trustee shall maintain the repeater system in good working order.

10. **Amendment of Bylaws:** Proposals for amendments shall be submitted in writing at a business or special meeting or by e-mail to the Secretary and shall be voted on at the next following business or special meeting. The Bylaws may be amended by a majority vote of the eligible voting members voting in person or by e-mail. Any proposal to amend the Bylaws shall be submitted to the Secretary who will provide copies of the proposed amendment to the membership by e-mail at least ten (10) calendar days in advance of the meeting. E-mail votes must be sent by the voting member to the Secretary not less than twelve (12) hours prior to the scheduled time of the meeting.