

# MADISON-ONEIDA AMATEUR RADIO CLUB Inc.

## CONSTITUTION and BY LAWS

### Preamble:

It is our intent to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Madison-Oneida Amateur Radio Club Inc. (a non-profit organization) and enact this constitution as our governing law. It shall be our mission to promote emergency and public service communication, radio knowledge, 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.

### ARTICLE I: Membership

All persons interested in Amateur Radio communication, licensed or not, shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in these By-Laws.

### ARTICLE II: Officers

Section 1. The officers of this club shall be: President, Vice-President, Secretary, Treasurer, and a maximum of (7) Board of Directors members.

Section 2. The President, Vice-President, Secretary and Treasurer shall be elected for a term of one year by ballot of the members present, providing there is a quorum, at the regular November meeting. The Board of Directors members are elected for two years, three being elected on odd years, and four on even years.

Section 3. Vacancies occurring between elections shall, upon due and timely notice of the general membership, be filled by special election at the first regular meeting following the withdrawal or resignation.

Section 4. Officers may be removed for cause by a three-fourths vote of the members present at a business meeting.

### ARTICLE III: Duties of Officers

Section 1. The President shall preside at all meetings of this club, and conduct them according to the rules adopted. 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.

Section 2. The Vice-President shall assume all 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 Section Emergency Coordinator to further club participation in the Amateur Radio Public Service.

Section 3. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read

## **MADISON-ONEIDA AMATEUR RADIO CLUB Inc.**

communications at each meeting, and mail or E-mail written meeting notices of special meetings to each member. At the expiration of his/her term, he/she shall turn over all items belonging to the club to his/her successor.

Section 4. The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay bills upon proper authorization (by the Club or its Board of Directors). At the end of each month he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term, he/she shall turn over everything in his/her possession belonging to the Club to his/her successor after an audit by the Board of Directors or designee.

Section 5. The Board of Directors shall consist of all elected officers (President, Vice-President, Secretary, Treasurer) plus up to a maximum of (7) members elected from the membership at large. The President chairs the Board. The Board is responsible for determining the direction of the club in response to input from the membership. The Board shall review all proposed changes to the Constitution and By-Laws and recommend to the membership that those changes be accepted or rejected. The Board shall propose a yearly budget for the Fiscal Year April 1st to March 31st to be accepted by the members present by the regular March meeting. The Board is also empowered to spend such funds and/or make decisions on behalf of the club on a non-routine emergency basis when such matters cannot wait for the next regular club meeting. The Board shall meet at least (4) times a year. Regular Board meetings shall be held 30 minutes prior to the regular club meetings in February, May, September, and December. Any Board member, for good cause, may call additional special Board meetings. All Board members shall be notified of a special meeting as soon as possible, by the secretary.

### ARTICLE IV: Meetings

The By-Laws shall provide for regular and special meetings.

Section 1. Quorum. A Quorum shall constitute 20% of membership. A quorum is required for the transaction of business.

Section 2. Roberts Rules of Order shall govern proceedings.

### ARTICLE V: Dues

The club, by majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments for categories, as defined in the bylaws, under membership deemed necessary for the business of the organization. Non-payment of such dues or assessments shall be cause for removal from the rolls of the club.

### ARTICLE VI: Membership Assistance

The club, through designated Technical Assistance, Public Relations, and Operating 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 radiations from club member stations. The club shall also maintain a program to foster and guide public relations.

# MADISON-ONEIDA AMATEUR RADIO CLUB Inc.

## ARTICLE VII: Amendments

This Constitution or the By-Laws may be amended by a two-thirds vote of the members present at a business meeting. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at a regular meeting following review by the Board of Directors and notification of all members by mail of the intent to amend the Constitution and/or By-Laws

### BY-LAWS

1. Secretary: It shall be the 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 By-Laws and shall permit it to be consulted by members upon request.

2. Membership: Membership is open to licensed radio amateurs and all other interested persons. To hold a club office, accept an appointment, or to vote on club business the member must hold an amateur radio license of any class. Guests may not vote or take part in any official club business, but are welcome at regular club meetings. Applications for membership shall be submitted at regular meetings. The application shall be voted upon at that or the next regular meeting and an affirmative vote of the majority of members present approves club membership for the applicant.

2a. Membership classes –

Regular member -

Senior – over 62

Student – full time student

Additional family member

Life Member - Any member who has been a member in good standing for 5 years and reached the age of 75 years is eligible for election to lifetime membership. Lifetime members are not required to pay dues and must be approved by a 2/3 vote of the members present.

3. Meetings: Regular meetings shall be held on the last Tuesday of each calendar month. The President upon written request of any five club members may call special meetings. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than (24) hours before the meeting.

4. Dues: Next years dues schedule will be posted in the November issue of the Hobnob.

5. Standing Committees: These committees are created by approval of the membership and consist of members appointed by the club president. Each committee of more than one member shall have a designated chairman. Standing committees include but are not limited to the following:

## MADISON-ONEIDA AMATEUR RADIO CLUB Inc.

TECHNICAL ASSISTANCE provides technical assistance to the club and its members with regard to all technical matters concerning amateur radio.

PUBLIC RELATIONS provides notices of club activities, meetings, etc. to the membership and appropriate medias.

REPEATER is automatically chaired by the Repeater Trustee and is responsible for proper operation and technical maintenance of all MOARC sponsored repeaters.

SPECIAL EVENTS/PUBLIC SERVICE is responsible for coordinating the clubs' involvement in special events, public service, and actual emergency operations.

NEWSLETTER is responsible for editing, posting of the official MOARC newsletter, the "HOBNOB".

SUNSHINE is responsible for obtaining and sending appropriate cards, etc. to members affected by sickness, hospitalization, injury or loss of close family members

6. Elections: Election of officers shall be conducted once per year (in November) with office terms beginning January 1st and ending December 31st of the year following the election. Elections shall only take place when there is a quorum present. All members in good standing shall be notified of the upcoming election.

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7. Absence: If any officer or committee chairman is unavailable to make a meeting to present his/her report, he/she shall make a reasonable attempt to provide the information to the membership.

8. MOARC Repeater Use. A request for use of MOARC repeaters for public service, or other events other than normal calling, QSO's, etc., by individuals or organizations other than MOARC should be submitted by that individual or organization no later than 2-3 weeks previous to the requested use date. The request should state the nature of the event, date, and anticipated time of use. Permission shall be at the discretion of the Board of Directors, general club membership, and/or the repeater committee. It should not conflict with any MOARC activities. In an actual emergency, no prior notification is necessary.

9. Alcohol Policy. No alcoholic beverages will be either purchased or sponsored by the club at any club function. If the club happens to meet at a place where alcoholic beverages are available, then the club members are expected to act in a manner that positively represents the Amateur Radio community at large

10. FCC Enforcement Action Club members who are found guilty by the Federal Communications Commission (FCC) of intentionally and knowingly violating FCC rules and regulations will no longer be considered a member in good standing of the club. Reinstatement would be only by 100% affirmative vote of the total membership present at the next regular meeting following the disposition of any enforcement action relating to the alleged offense.