

EAST BAY AMATEUR RADIO CLUB, INC.

CONSTITUTION AND BYLAWS

CONSTITUTION

Name - Article I

The name of this organization shall be East Bay Amateur Radio Club, Inc., which hereafter shall be known as the "Club."

Purpose - Article II

Section 1: The members of the Club, wishing to secure for themselves the pleasures and benefits of the association of persons commonly interested in amateur radio, enact this information and cooperation between members, to promote radio knowledge, fraternalism, and individual operating knowledge, and to so conduct Club programs and activities as to advance the general interest and welfare of amateur radio in the community.

Section 2: The Club's purpose shall be to operate a non-profit organization for educational, scientific, and public service purposes as follows:

(a) To organize and train units of licensed radio amateurs capable of maintaining radio communications as a public service during periods of emergency, disaster, or similar human need for agencies such as the Red Cross, government agencies, hospitals, blood banks, the Forest Service, and other public service, relief, or disaster agencies in need of radio communications.

(b) To encourage and sponsor experimental activities in radio communication and electronics, such that skills and experience gained in amateur radio will further the application of electronics to the benefit of the public at large.

(c) To provide, as a public service, communications for charitable, civic, health, and community groups and agencies for such events as parades, marathons, bike-a-thons, walk-a-thons, fairs, and other such events.

(d) To educate and increase the proficiency of its members in public service radio communications.

To assist in carrying out these principles and primary purposes, the Club maintains an active affiliation with the American Radio Relay League, Inc., 225 Main Street, Newington CT, 06111, the national non-profit organization of radio amateurs.

Membership - Article III

All persons interested in amateur radio communications shall be eligible for membership. Membership shall be by written application and payment of dues to the Treasurer. All memberships expire December 31 of each year. There shall be three types of membership:

Section 1: Those members holding a valid amateur radio license shall be entitled to all privileges of the Club.

Section 2: Those members not holding a valid amateur radio license shall be entitled to all the privileges, including the right of discussion, but not the right to vote or hold office.

Section 3: Family membership is available to a family whether any member is licensed or not; however, only licensed members have the right to vote or hold office. Family membership entitles the members to only one copy of any correspondence and one copy of each issue of the newsletter.

Officers - Article IV

Section 1: The officers of the Club shall be President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, and Treasurer.

Section 2: The President shall appoint a Nominating Committee by September 1, which shall present a slate of officers at the October meeting. Prior to elections in November, the President will call for nominations from the floor. Only members with full voting rights shall be eligible for nomination to office. No member of the Committee shall be exempt from nomination for office either by the Committee itself or from the floor at the appropriate time. Before a name can be placed in nomination, the consent of the nominee must be obtained.

Section 3: The officers of this Club shall be elected for a term of one year by ballot of the members present, provided there is a quorum. Nominations and elections will be made in November, and the installation will be held at the December meeting.

Section 4: Vacancies occurring between elections must be filled by special elections. Such vacancies will be announced by written notices mailed not less than 10 days before the next following regular meeting.

Section 5: Officers may be removed by a 2/3 vote of the members present. Intent to remove an officer will be announced by written notice mailed not less than 10 days before the next following regular meeting.

Section 6: An Executive Committee shall be made up of the officers, committee chairman, and up to four members-at-large appointed by the President. All meetings of the Executive Committee shall be open to any Club members, who will have a voice but not a vote in the proceedings. The President shall act as Committee Chairman.

Duties of Officers - Article V

Section 1: The President shall preside at all meetings of the Club and conduct the same according to the rules adopted. He shall enforce due observance of the Constitution and Bylaws; decide all questions of order; sign all official documents that are adopted by the committee; preside at all meetings of the Executive Committee; and perform all other customary duties pertaining to the office of President. At the expiration of his term, he shall deliver all items and documents pertaining/belonging to the Club, including a pertinent job description, to his successor.

Section 2: The 1st Vice President shall assume responsibility as Chairman of the Program Committee. In such capacity, he shall plan in advance for the year's programs, contact speakers, arrange for any equipment needed by speakers, and make all necessary arrangements for meaningful programs. In the absence of the President, he shall assume the duties of the latter. At the expiration of his term of office, he shall deliver all items and documents accumulated during his tenure pertaining/belonging to the Club, including a pertinent job description, to his successor.

Section 3: The 2nd Vice President shall assume the duties of the Hospitality Committee Chairman, ensuring adequate meeting room facilities and refreshments following the meeting. In the absence of the 1st Vice President, he shall assume such duties as may apply to the 1st Vice President. Upon leaving office, he/she shall turn over all records and materials belonging to the Club, including a pertinent job description, to his successor.

Section 4: The 3rd Vice President shall assume duties of the Membership Committee Chairman. His duties include attracting new members to the Club through personal contacts, publicity, etc., and receiving membership applications. At meetings, the 3rd Vice President shall see that all new members and visitors are appropriately introduced and welcomed. All upgrades and new licensees shall be adequately acknowledged. In the absence of the 2nd Vice President, he shall assume the latter's duties. Upon leaving, he shall turn over to his successor such records and materials that he may have accumulated during his term of office, including a pertinent job description.

Section 5: The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, carry on correspondence, read communications at each meeting, and ensure that written meeting notices are mailed to each member. He shall at the expiration of his term turn over all items pertaining or belonging to the Club, including a pertinent job description, to his successor.

Section 6: The Treasurer shall receive and receipt for all monies paid to the Club. He shall keep an accurate account of all monies received and expended. He shall pay no bills without proper authorization, and shall submit an itemized statement of disbursements and receipts. He shall at the expiration of his term turn over everything in his possession pertaining or belonging to the Club, including a pertinent job description, to his successor.

Section 7: The Executive Committee, as provided in Article IV, shall conduct the routine business of the Club.

Meetings - Article VI

Section 1: The Bylaws provide for regular and special meetings. At such meetings, a minimum of one-fifth of the voting membership shall constitute a quorum for the transaction of business.

Section 2: The Executive Committee shall meet at such time as the President deems it necessary. The Chairman shall ensure that all members are notified of meetings. A minimum of 1/2 of the Executive Committee members shall constitute a quorum.

Dues - Article VII

Section 1: The Club, by a majority of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary to conduct the business of the organization within its objectives as set forth in Article II. Non-payment of such dues or assessments shall be cause for expulsion from the Club within the discretion of the membership.

Assistance to Membership - Article VIII

Section 1: This Club may enact appropriate rules to minimize interference in operation between stations of its members. It may formulate adequate plans for disposition of any cases of interference to other radio services where reported as caused by any amateur station operation in the area of Club jurisdiction. The Club through designated committees can 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's member-stations. The Club may also maintain a program to foster and guide public relations.

Amendments - Article IX

This Constitution of the Bylaws may be amended by a two-thirds vote of the members present. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted upon at the next following regular meeting, provided all members have been notified of the intent to amend the Constitution and/or Bylaws at said meeting through written notification mailed not less than 10 days before the meeting.

Dissolution - Article X

Upon dissolution of the Club, no assets or records shall enure to the benefits of any member, but instead all such assets and records shall be transferred to a group which qualifies for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Rules - Article XI

Robert's Rules of Order shall govern proceedings when the Constitution and related Bylaws are inadequate.

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Latest Amendment incorporated: October 9, 1992
Scanned and reformatted by Sharon Primbsch: March 20, 2007

BYLAWS

Secretary - Article I

It shall be the duty of the Secretary to keep the Constitution and Bylaws of this Club and have the same available at every meeting. This person shall cause all amendments, changes, and additions to be noted thereon and shall permit the same to be consulted by members upon request.

Meetings - Article II

Regular meetings shall be held on the second Friday of each calendar month at such place as the President shall order. Special meetings may be called by the President upon the written request of any five Club members. Notices shall be sent to the members concerning special meetings and the business to be transacted. Such notices shall be mailed not less than ten days before the meeting time.

Dues - Article III

A regular yearly assessment is hereby levied in accordance with the provisions of Article VII of the Constitution for the purpose of providing funds for current expenses. It shall be paid as of January 1 of each year.

Section 1: Individual members, as defined under Article III, Sections 1 and 2, of the Constitution shall pay dues in such an amount as established by the membership. New members joining after the beginning of the operating year shall be assessed 25 percent of the annual dues per quarter, including the quarter in which joining.

Section 2: Family membership, as defined under Article III, Section 3, of the Constitution shall be assessed annual dues as established by the membership. After the beginning of the operating year, new family memberships shall require dues in the amount of 25 percent of the annual dues per quarter, including the quarter in which joining.

Section 3: A record of the dollar amounts shall be kept by the Treasurer.

Committees - Article IV

Section 1: General. Each Committee Chairman at the conclusion of his term of office shall deliver all items and documents he has accumulated during this period, including a job description, to his successor

Section 2: Program. These duties are encompassed under the duties of the 1st Vice President as provided under Article V, Section 2, of the Constitution.

Section 3: Hospitality. Duties assigned to the 2nd Vice President under Article V, Section 3, of the Constitution.

Section 4: Membership. Incorporated under the duties of the 3rd Vice President as defined in Article V, Section 4, of the Constitution.

Section 5: Club Station. This Committee shall ensure that the Club stations are operational at all times and that adequate personnel have been trained and assigned. Training shall include "hands-on" experience to ensure that operators can competently operate the station to which assigned. The Committee shall prepare a schedule of assigned operators in case of need.

Section 6: Public Service. Provide necessary training, billet assignments, participating in countywide emergency drills, etc. Also, it shall coordinate the amateur radio services with those of other emergency groups, fire departments, law enforcement agencies, hospitals, etc. It shall work closely with the Club Station and Field Day Committees to ensure that the Club Station is operable for emergencies and that Field Day training is consistent with emergency needs.

Section 7: Publicity. Responsibility for generating a favorable public image of amateur radio through news releases, historical accounts of the Club, community activities, Club publications, etc.

Section 8: Education. Purpose is to stimulate interest in amateur radio and provide facilities and instruction for interested students. It shall also arrange for A.R.R.L. Volunteer Examinations for those qualified to take the initial test or to upgrade. It shall maintain a technical library where members may seek literature regarding operating and technical problems.

Section 9: Field Day. The duties of the Field Day Committee shall include advance planning for Field Day to assure that a site has been obtained for the day. In addition, it shall plan for site preparation, arrange for emergency power, operating stations, issue instructions for scoring procedures, and other such matters necessary to ensure a successful Field Day.

Section 10: History. Duties of the History Committee are to gather memorabilia on past records of EBARC to record data of founding, operation, and transitional aspects. The Committee shall make reports to the membership as to its accomplishments, either orally or via The Blown Fuse. All material gathered in the process will be appropriately catalogued for preservation.

Section 11: Station Trustee. Shall assume responsibility for proper operation of Club stations within F.C.C. requirements. Trustee shall take steps to rectify any deviation from established, accepted operating procedures and conduct.

Section 12: Radio Interference. Amateur radio is fraught with interference of various types such as RFI, TVI, malicious interference, and interference from power lines. This Committee will attempt to ensure that the amateur radio spectrum is devoid of such interference by making every effort to identify the guilty party and report same to proper authorities. In the event amateur operators are the source of interference, they will be assisted to ensure clean signals.

Section 13: Fund Raising. As a Club embarks on various projects, there is a need for funds. In providing such funds, this Committee will consider any appropriate steps, such as auctions, raffles, and donations by members and friends. The Club Treasurer will serve as Chairman of this Committee.

Section 14: Digital Communications. It is the hope of this Committee to inform Club members of Digital Communication in amateur radio and provide Digital Communication to the extent feasible. It shall maintain that aspect of the Club station and encourage Digital projects. It shall provide the necessary technical information for Club members and encourage participation in such activities.

Section 15: Publications. This Committee shall be responsible for publishing the Club newsletter, "The Blown Fuse," on a monthly basis. Said publication shall include all information regarding Club activities and other items of importance to amateur radio, including public service and training in the event of emergency. The Chairman of the Committee will be the Editor of The Blown Fuse.

Section 16: Awards and Good of the Order. Keep abreast of the Club activities and performance and, to the extent needed, make or propose suggested changes. During such observations, be alert to outstanding performance of individuals to merit year-end awards.

Section 17: The President shall appoint such other Committees as are deemed necessary to carry out the Club objectives.

(The above prepared by John S. Percival, WI60, Secretary, September 9, 1992.)
APPROVED FEBRUARY 14, 1986

Amended: May 9, 1986, July 8, 1988, October 9, 1992

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