

# ***The Constitution of the Thomas Jefferson Amateur Radio Club***

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## **Purpose and Mission**

The following are the purposes for the existence of the Thomas Jefferson Amateur Radio Club:

- Recognition and enhancement of the value of the amateur service to the public as a voluntary, noncommercial communications service, particularly with respect to providing emergency communications and use in recreation.
- Continuation and extension of the amateur's proven ability to contribute to the advancement of the radio art.
- Encouragement and improvement of the amateur service by advancing skill in both the communication and technical phases of the radio art.
- Expansion of the existing reservoir within the amateur radio service of trained operators, technicians, and electronics experts.
- Continuation of the amateur's unique ability to enhance international goodwill.

In order to fulfill its purposes as outlined above, the Thomas Jefferson Amateur Radio Club will provide services as outlined in the following mission statement:

- To promote interest in amateur radio,
- To encourage persons to become licensed amateur radio operators,
- To provide skill, knowledge and aid to amateur radio operators,
- To provide wholesome recreation to members and friends,
- To provide emergency or public service radio communications support when requested by the appropriate agency.

## **By-Laws and Procedure**

### ***Article I - Government***

Section 1. The name of this organization shall be the Thomas Jefferson Amateur Radio Club, hereinafter referred to as "The Club."

Section 2. The government of this organization shall be vested in the Officer Board, which shall consist of the President, Vice-President, Activities Coordinator,

Secretary/Treasurer, and Webmaster and be under the supervision of a Club Sponsor.  
(See “*Article III – Officers*” for qualifications and descriptions)

## ***Article II - Membership***

Section 1. Membership in The Club shall be open to all students, alumni (see section 5), and employees of TJHSST. This status shall be granted upon attending three (3) regular meetings of The Club, agreeing to promote and uphold the Constitution of The Club, and informing the Officer Board. Members shall have voting privileges and will be permitted to use radio equipment of The Club in the manner which their FCC licenses allow.

Section 2. No TJHSST student, alumnus, or employee shall be denied membership in The Club.

Section 3. The Club Sponsor shall be considered a member regardless of his or her affiliation with TJHSST.

Section 4. Honorary membership will be granted to individuals not affiliated with TJHSST, but who meet one or more of the following qualifications:

1. Assist The Club with its activities
2. Provide instruction, expertise, or time to the Club in any manner
3. Make a monetary or equipment donation to The Club.

Candidates for honorary membership are recommended by any member of The Club to an officer. Upon receiving the recommendation, the notified officer shall inform the membership of the suggestion. At the next scheduled meeting the issue shall be put to a vote of all the persons present who were members as of the previous scheduled meeting. The officer shall call for a vote regarding granting honorary membership to the said individual. A simple majority shall result in honorary membership.

Section 5. Alumni members hold the same rights as any other member of The Club. However, alumni members have no voting privileges, and they are listed, but not counted, on the membership list.

Section 6. Honorary members may participate in any activities of The Club, but the use of radio equipment of The Club is allowed only with the permission of Officer Board. Honorary members have no voting privileges, and they are listed, but not counted, on the membership list.

## ***Article III - Officers***

Section 1. The Officer Board shall include the following: President, Vice-President, Activities Coordinator, Secretary/Treasurer, and Webmaster.

Section 2. The President (one student) shall be enrolled in TJHSST during his or her entire term of service. It is preferred that he or she hold an amateur radio operator's license, granted by the FCC, and be an active member of The Club. He or she must also display strong leadership skills and possess a deep knowledge of amateur-related topics. The term of the President shall end at the end of the school year, however, the President may be reelected until his or her twelfth grade year.

Section 3. The Vice-President (one student) shall be enrolled in TJHSST during his or her entire term of service. It is preferred the he or she hold an amateur radio operator's license, granted by the FCC and have a strong knowledge of and excitement about amateur radio. The term of the Vice-President shall end at the end of the school year, however, the Vice-President may be reelected until his or her twelfth grade year.

Section 4. The Activities Coordinator (one student) shall be enrolled in TJHSST during his or her entire term of service. It is preferred that he or she hold an amateur radio operator's license, granted by the FCC and be active members of The Club. The term of the Activities Coordinator shall end at the end of the school year, however, the Activities Coordinator may be reelected until his or her twelfth grade year.

Section 5. The Secretary/Treasurer (one student) shall be enrolled in TJHSST during his or her entire term of service. He or she must be an active member of The Club and have a strong interest in amateur radio. The term of the Secretary/Treasurer shall end at the end of the school year, however, the Secretary/Treasurer may be reelected until his or her twelfth grade year.

Section 6. The Webmaster (one student) shall be enrolled in TJHSST during his or her entire term of service. He or she must be an active member of The Club and have a strong interest in amateur radio. The term of service of the Webmaster shall end at the end of the school year, however, the Webmaster may be reelected until his or her twelfth grade year.

Section 7. When the term of an officer ends, the election of his successor shall occur at the last meeting in the month of May. All such elections shall be conducted in accordance with the procedure outlined in *Article IV*.

Section 8. At the first regular meeting after the one in which an officer has resigned, been removed, or withdrawn his membership, a vote will be held to determine the student who will fill the position. The procedure shall be that outlined in *Article IV*.

#### ***Article IV – Voting Procedures***

Section 1. For vote to be held, a minimum of seven active members or half the registered members, whichever is less, must be present at the meeting.

Section 2. When a simple majority vote is called upon by the Constitution, the following procedure shall be used. The Officer Board shall promptly notify all members of The Club, who were members as of the most recent scheduled meeting, that a vote that has

become necessary. At the next scheduled meeting, all the members who were members as of the previous scheduled meeting shall cast a vote. The votes shall be cast on silent ballots, and a simple majority of the votes shall decide the outcome of the vote. If the purpose of the vote is to elect an officer, and no member receives a majority of the votes, a second vote shall be held. However, the vote shall be between the two members who received the highest number of votes in the first election, and the members may only vote for one of these two individuals. The votes shall be counted by the President and Vice-President, and upon confirmation of the results, The Club shall be notified of the outcome.

### ***Article V – Duties of the Officers***

Section 1. The President shall preside at all possible meetings of The Club and conduct the same according to the rules adopted. He shall enforce due observance of these By-Laws, decide all questions of order, sign all official documents that are adopted by The Club and perform all customary duties pertaining to the office. These will include, but are not limited to, planning the regular meetings of The Club, calling additional meetings of The Club when necessary, deciding on activities of The Club, keeping The Club informed of the operating status of The Club equipment and hours of station operation, monitoring the operation of equipment of The Club while encouraging its use, and distributing news concerning The Club to all the members. As well, he shall take charge of drafting a new Constitution, should such action become necessary, and all proposed changes to this Constitution must be submitted to the President for presentation.

Section 2. The Vice President shall assume the duties of the President in his absence and assist in the execution of the above named duties.

Section 3. The Activities Coordinator shall, with the assistance of the other members of the Officer Board, prepare and conduct activities decided upon by the Officer Board. These might include, but are not limited to transmitting exercises, electronics projects, contests, educational trips, instructional sessions, and test sessions. The Activities Coordinator shall also be a source of technical expertise to the other members of The Club. The Activities Coordinator shall assume the duties of the President in the absence of both the President and Vice-President.

Section 4. The Secretary/Treasurer shall record the results of each meeting, draft documents required by The Club, read announcements at meetings, and keep a roll of active members, including all provided contact information. The Secretary/Treasurer shall assume the duties of the President in the absence all three other members of the Officer Board. He shall also prepare receipts for any monies paid to The Club and keep an accurate account of all monies received and expended. He shall pay no bills without proper authorization by a majority vote of the Officer Board. At the end of each year he shall submit a statement of all receipts and expenditures. He shall, at the expiration of his term, give everything in his her possession belonging to The Club to his successor.

Section 5. The Webmaster shall, with the assistance of the other members of the Officer Board, keep The Club's website (<http://activities.tjhsst.edu/tjham>) up to date and

informative. The Webmaster shall also maintain The Club's mailing list.

Section 6. The Club Sponsor shall be an adult who, upon request of the Officer Board, provides expertise, guidance, and advice to The Club.

### ***Article VI - Meetings***

Section 1. Regular meetings shall be held on Wednesday A block during eighth period. These shall be held during the entire school year, as often as the school schedule will allow. Additional or extended meetings may be called by a decision of one-half (1/2) the Officer Board or at the request of the membership, but these shall not be considered "regular meetings."

### ***Article VII - Dues***

Section 1. Regular dues shall not be required from the membership.

### ***Article VIII - Amendments***

Section 1. These By-Laws may be amended by a two-thirds vote of the total active membership. Proposals for amendments shall be submitted in writing to the President. The President shall promptly notify all members of The Club, who were members as of the most recent meeting of The Club, that an amendment has been proposed. At the next scheduled meeting, all the members who were members as of the previous scheduled meeting shall cast a vote. Two-thirds of the ballots must display "yes" for the proposed amendment to become part of the Constitution. The votes shall be counted by the President and Vice-President, and upon confirmation of the results, The Club shall be notified of the outcome.

### ***Article IX – Ratification***

Section 1. This Constitution shall become the governing document of the Thomas Jefferson Amateur Radio Club upon the approval of two-thirds of the members of The Club, who were members as of the date it was first introduced to The Club, and all officers of The Club.

We hereby resolve to uphold and enforce the above Constitution in its entirety, including any properly adopted amendments to said document:

*President*

*Vice President*

*Secretary/Treasurer*

*Activities Coordinator*

*Webmaster*

*Sponsor*

*Rewritten 7.1.2005 by Nathan Watson based on the original, written 1.21.2001 by Brian Myhre*

*Revised 9.13.2005 by Alan Bosch and Nathan Watson*