

Pueblo West Amateur Radio Club Constitution

Revised November 24, 2010

Statement of Purpose:

1. Our organization is organized exclusively for charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Statement of Goals:

The Pueblo West Amateur Radio Club has the following goals:

1. To promote and further the amateur radio hobby and an interest in science, especially through today's youth;
2. To provide financial assistance through annual scholarships to *Pueblo West High School graduates* who will be majoring in science in college, and particularly those going into the teaching profession;
3. To Increase our personal knowledge of electronics, radio, and communications in order to provide skilled civilian communications operators with the ability to support our community with emergency and disaster communications when called upon to do so;
4. To bring those with an interest in electronics into our hobby through classes and our Volunteer Examiner Sessions where amateur radio license examinations are given; and
5. To offer benefits, support and a sense of community to all individuals who share a common interest in Amateur Radio and electronics.

Article I: Membership

All individuals expressing an interest in Amateur Radio communications are eligible for membership in the Pueblo West Amateur Radio Club. One does not need an amateur radio license to be an active participant of the club. However, only licensed members may hold office in the organization, and vote in elections for the selection of the organization's officers. It is believed that those with a license and the knowledge that comes with it are better prepared to contribute to the club's mission.

Recognizing we all have our weaknesses and that not everyone can do every task that needs to be done, each member will be expected to participate in club projects and activities to the best of his/her experience and abilities. Active, enthusiastic members are the building blocks of any organization, and each has knowledge and skills to contribute. In order for the Pueblo West Amateur Radio Club to succeed and for each person to enjoy the experiences the membership can bring, there will be many varied ways for members to contribute to the club's success.

Membership identification cards for the club shall be issued to members who pay their dues. Membership dues shall be determined by the executive committee and must be paid yearly by all members. Exceptions to this rule must be confirmed by a two-thirds membership vote.

Honorary memberships may be issued without a fee to non-licensed individuals who support our club's goals. These may include such persons as emergency responders, law enforcement personnel, and club donors.

ARTICLE II: BOARD OF DIRECTORS

Section 1: As provided in the Articles of Incorporation, all business and affairs of the Club shall be under the direction and control of the Board of Directors, herein referred to as the "Board."

Section 2: Requirement: All members of the Board shall be members of the Club in good standing and shall hold a valid Amateur Radio operator's license issued by the Federal Communications Commission.

Section 3: Members. The Board shall consist of three members, two of which will be elected members, and one of which will be the immediate past president of the Club, unless he shall be a current Officer of the Executive Committee. If there is no eligible past president, the Board may appoint another member to fill that term until a past president becomes eligible.

Section 4: Election. Directors will be elected following the election of the Executive Committee at the December meeting of the Pueblo West Amateur Radio Club. To avoid any possible conflict of interest, Directors may not be members of the Executive Committee. A newly elected Director shall take office on January 1 of the term for which elected, unless appointed to fill a vacancy, in which case he or she shall take office immediately upon his or her appointment.

Section 5: Term of Office. Each Director shall hold office for a period of one year, or until resigned, re-elected or replaced by a successor.

Section 6: Vacancies. A vacancy on the Board shall be filled by appointment by the Board of a qualified individual for the unexpired term involved.

Section 7: Duties.

- Ensure that the Executive Committee works toward the club mission and goals set forth in the club's Constitution.
- Work to enhance the public image of the Club.

- Oversee the Club financial structure and activity, including income, expenses, insurance coverage, audits, bank relations, fund-raising, and other financial procedures.
- Recommend the yearly dues for approval by the club membership.
- Act as the Scholarship Committee and *select Pueblo West High School graduates for club scholarships.*
- Call Special Elections to fill vacant seats in the Executive Committee, unless the vacancy is the Presidency whereby the Vice-President will fill the position.
- In October, the Board of Directors shall be appoint a Nominations Committee, including the current president of the Executive Committee. By the November general meeting the committee will have chosen a slate of nominees to the Executive Committee, at least one for each office, and for the Board of Directors. At the November meeting nominations will be opened to the floor. After the close of the nominations, the Nominating Committee will add its selections to the slate.

The entire list of candidates will be published in the club's meeting minutes and on the club's website prior to the December election meeting.

Section 8: Meetings. Board meetings must be held at least annually at a date and time to be determined by the Directors. Additional meetings may be held as deemed necessary. Minutes of the all meetings shall be made available to the club.

Section 9: Removal or Resignation. Any Officer or Director may be removed from office by an affirmative vote of two-thirds of the voting members present at a regular meeting. Any Officer or Director may resign by written notice to the Board mailed to the usual address of the Club. Such resignation is effective upon receipt by the Club at its usual address. Acceptance of such notice is not necessary to make it effective.

Article III: Officers

a. The administrative positions of the club shall include the President, Vice-President, Secretary, and Treasurer. These positions form the Executive Committee.

b. The members of the Executive Committee shall be elected by licensed club members for a term of one year by a simple majority in an election at the December meeting each year.

c. After the first year, all candidates must have participated in a minimum of 70% of the meetings held the previous year.

d. An officer may be impeached if there are two-thirds of licensed club members in favor of impeaching this particular officer. A quorum of two-thirds of all licensed members is required for a vote. The officer shall then be replaced following nominations and a majority vote.

e. Executive Committee positions may be added, deleted or modified as circumstances dictate. A quorum of two-thirds of all licensed members is required for a vote to revise these positions.

Article IV: Duties of the Officers

Without active club leadership, the club will fail. Therefore, officers of the Executive Committee are expected to faithfully fulfill the duties specified below for the time they have been elected to their offices.

a. The President shall serve as the supervisor of the Executive Committee. The President is in charge of calling and running the meetings, as well as enforcing the by-laws. The President shall set the general direction of the club by planning activities and events.

b. The Vice President shall be responsible for helping to coordinate meetings and activities and any other duties specified by the President.

c. Both the President and Vice President shall serve as public liaisons to conduct relations with area amateur radio clubs, the Pueblo West Metropolitan District, and emergency services.

d. The Secretary shall be responsible for:

1. Recording all meetings, events, activities, and member participation

2. Administering club memberships (including honorary), and communications with members

3. Maintaining a club scrapbook (photos, newspaper clippings, etc.)

4. Handling all correspondence to and from the club

5. Keeping a complete list of members, their addresses, phone numbers, cell phones, pagers, and e-mail addresses. These will be updated at each meeting.

6. Announcing meetings and making press releases to the media

e. The Treasurer shall be in charge of the fiscal aspects of the operation of the club:

1. To keep meticulous records of all income and expenditures

2. To handle the purchases of equipment

3. To explore new avenues of opportunity for funding
4. To provide monthly financial reports to the club's membership
5. After a checking account is opened, all checks for expenditures must be signed by the Treasurer and either the club's President or Vice President.

(1) The responsibilities and duties listed are not strictly tied to the office-holder, nor are they the sole duties of the office-holders. Members are encouraged to take part in the official duties, as well as in other necessary duties pertinent to the operation of the team.

Article V: Occurrence of Meetings

- a. The members shall convene monthly at a convenient time and location.
- b. Important business requiring a vote during a meeting shall require a quorum of one-third of the licensed members of the club. Administrative business such as elections and impeachments shall require a quorum of two-thirds of the licensed club members.
- c. The Executive Committee may meet in person or remotely whenever necessary (e-mail, telephone, Instant Messenger, etc.), however no action that requires a vote of the membership can be finalized. An exception to this is that in a time-sensitive situation, members may be polled by telephone or e-mail for their votes.
- d. Appointed committees may meet at their discretion; however no action requiring a vote of the membership can be finalized.

Article VI: Club Dues

- a. Annual membership dues will be \$15 per year per adult. Those members age 18 or younger pay only half the annual fee. Family memberships for three or more immediate family members are available for \$32 annually. Dues may be amended annually by a two-thirds vote of all licensed members.

Article VII: Dissolution

- a. Should the Pueblo West Amateur Radio Club dissolve, the remaining balance after all debts are paid shall be distributed in the following manner:
 - 1) Club members shall receive an amount equal to the remaining balance of annual Membership fee.
 - 2) It is our desire that the balance of the account be donated to the Pueblo West Library to be used to provide library materials pertaining to electronics and amateur radio.

Article VIII: Amendments

a. The Constitution and the listed By-Laws may be amended by a ***two-thirds vote*** of the licensed members present at a meeting. Members may propose changes during meetings and such suggestions shall be voted on during the following meeting. Whenever changes are pending, they will be noted in the meeting agenda sent to members so that they may attend the meeting in which action will be taken on the proposals.

Addendum:

A. Members are expected to conduct themselves in a proper manner at club meetings and outside activities. A member shall be expelled from the club if he or she becomes a disruption, hinders the club's activities, or if his actions reflect negatively on the club. Such violations include, but are not limited to:

1. Intentional abuse or stealing of equipment
2. Theft of club funds
3. Intentional engagement in illegal activities that violate FCC Part 97 rules while using club equipment
4. Disrespecting other members and conducting oneself in an inappropriate manner
 - (1) After repeated complaints, the Executive Committee shall come to a decision through a vote. Voting shall be by a two-thirds vote of licensed members unless exceptions or special conditions exist.
5. Disrespecting the club through one's activities within the community which reflect in a negative manner on the club or its membership.