

***CHARLES COUNTY AMATEUR RADIO CLUB, INC.***  
***(K3SMD)***

Post Office Box 668, White Plains, MD 20695

**CONSTITUTION and BY-LAWS**



We, the members of the Charles County Amateur Radio Club, Incorporated, wishing to secure for ourselves the benefits of an association of persons commonly interested in Emergency Communications through the medium of the Amateur Radio Service, and by virtue of the powers granted to us by the state of Maryland, do enact these by-laws as our governing law. It shall be our purpose to: promote education and research into the fields of electronics, data processing, and digital technology; to provide proficiency in communications techniques; to encourage interest in the Amateur Radio Service; to assist interested person in obtaining amateur radio licenses; to provide emergency and public service radio communications for Southern Maryland; and to conduct club programs and activities.

**ARTICLE I: MEMBERSHIP**

The corporation is to have two classes of members: ACTIVE and ASSOCIATE. ACTIVE members shall be licensed Amateur Radio Operators. ASSOCIATE members shall be any person interested in Amateur Radio or the Charles County Amateur Radio Club. All applications for membership shall be submitted at any meeting and each applicant must express a willingness to abide by the Constitution and such rules as promulgated by the corporation. A majority of those members present must approve the applicant and his/her dues shall be paid before they shall be considered a member. All elections held by the Charles County Amateur Radio Club shall be open forum. Candidates for membership to the Charles County Amateur Radio Club, whose membership is rejected, shall have the right to an appeal. Persons requesting an appeal shall submit a formal request to the Board of Directors prior to the next meeting and will be voted on in the same fashion as any other applicant.

## **ARTICLE II: OFFICERS AND DIRECTORS**

Section 1: The officers of this corporation shall be: A President, Vice-President, Secretary, Treasurer, and an Activities Manager. The panel of officers shall also be the Board of Directors.

Section 2: The Officers-Directors shall be elected for a term of one year by majority vote of the members present, during the Annual Membership meeting in March. Nominations will be made during the February monthly meeting, and recorded in the meeting minutes. Additional candidates for office can be nominated and considered by majority vote in attendance during the Annual Meeting, and prior to the election. If more than one person is on the slate for an elected position, there will be a single runoff election for that office. The newly elected Officers will assume elected duties on April 1<sup>st</sup> of the given year, for transitional purposes.

Section 3: Vacancies occurring between elections may be filled by special ballot, at the first regular meeting at which the withdrawal or resignation is announced or may be filled by appointment by the Board of Directors.

Section 4: Officer-directors may be removed on motion carried by not less than three-fourths vote of the membership.

## **ARTICLE III: DUTIES OF OFFICERS**

Section 1: The President shall preside at all meetings of this club, and conduct the same according to Robert's Rules of Order. He/She shall enforce due observance of this Constitution, decide all questions of order, sign all official documents that are adopted by the club, and none other, set the dates for the annual and regular meeting, and perform all customary duties pertaining to the office of President.

Section 2: The Vice-President shall assume all the duties of the President in his/her absence.

Section 3: The Secretary shall keep a permanent record of the proceedings of all meetings, keep a roll of members which shows their addresses, submit applications for membership, carry on all correspondence, read communications at each meeting, countersign such documents as his/her

position requires, and perform all other duties pertaining to the Office of Secretary.

Section 4: The Treasurer shall receive and receipt for all monies paid to the club, he/she shall keep an accurate account of all monies received and expended. He/She shall pay no bills without proper authorization from the Board of Directors. He/She shall report all activity upon his account at each meeting.

Section 5: The Activities Manager shall organize Club activities and advance Club interest and activity as approved by the Club. He shall maintain liaison with other organizations to fulfill-the Club's projects and business.

Section 6: The president shall maintain close liaison with the ARRL Emergency Coordinator or SEC to further the fullest possible club participation in the Amateur Radio Emergency Corps. In addition the President shall maintain close association with civil authorities, law enforcement authorities and Emergency government.

Section 7: All officer-directors shall at the expiration of their terms turn over all corporation records, and any other corporate property they might have in their possession to their successors

#### **ARTICLE IV: MEETINGS**

Section 1: The annual meeting of the corporation shall be the first Friday in the month of March. Special meetings may be called by the President upon written request of any five members of the corporation. Written notice stating the place, day and hour of the annual meeting shall be delivered not less than ten nor more than thirty days before the date of the annual. The annual meeting may be adjourned from time to time. Notice of any adjourned annual meeting shall be given in such a manner, as the President deems expedient. Notice of a special meeting shall be the same as that for an annual meeting, but shall also indicate the purpose or purposes for which the special meeting is called. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member

at his address as it appears on the records of the corporation, with postage prepaid thereon.

Section 2: In addition to the annual meeting there shall be a regular membership meeting and a board of directors meeting on a monthly basis. The regular membership meeting shall be held on the first Friday of each month at 7:30 PM. The Board of Directors shall meet at some point between regular membership meetings, but usually the third Wednesday of the month. Location for both meetings and the time for the board meeting will be determined by the President.

#### **ARTICLE V: DUES**

Section 1: Dues shall be \$24.00 per year for a single membership, and an additional \$5.00 per year for those households having more than one member. Dues are due on the first day in January of each year, and must be paid prior to the Annual meeting. Any member not being paid-in-full prior to any meeting will not be eligible to vote during that meeting, furthermore, any member not being paid-in-full prior to the Annual meeting will have their membership terminated, unless an exception for cause has been approved by the Board of Directors. Persons whose membership has been terminated will not be reinstated, but must reapply for membership in accordance with Article I.

Section 2: Dues for first-time members who join during the calendar year shall be prorated by month.

#### **ARTICLE VI: QUORUMS**

Section 1: Ten percent of the members shall constitute a quorum for the transaction of business at any meeting of the corporation.

Section 2: Three directors shall constitute a quorum of the Board of Directors.

#### **ARTICLE VII: COMMITTEES**

Section 1: Committees shall be maintained within the corporation. The President thereof shall appoint the chairman.

Section 2: The President shall appoint other temporary committees as the need arises.

### **ARTICLE VIII: AMENDMENTS**

Section 1: This constitution may be amended by a two-thirds majority of members attending a meeting. Proposals for amendments shall be submitted in writing at an annual meeting or regular meeting and may not be voted upon until the next regular meeting or the next scheduled annual meeting. Notice by mail as in ARTICLE IV above must be given of any meeting at which this constitution is amended. The notice shall contain, among other things, the substance of the proposed amendment.

Section 2: The Board of Directors may not amend the constitution.