

THE CONSTITUTION AND BY-LAWS OF THE WELLINGTON RADIO CLUB

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THE CONSTITUTION AND BY-LAWS OF THE WELLINGTON RADIO CLUB

PREAMBLE

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio and the Welfare of the citizens of the Village of Wellington, constitute ourselves the WELLINGTON RADIO CLUB and enact this constitution as our governing law.

This organization shall be non-profit, non-political and non-denominational. Its purposes shall be to:

- prepare for and provide communications during emergencies or community events;
- collaborate with emergency, disaster relief and other organizations;
- foster teamwork, fraternity and individual operating efficiency;
- facilitate the exchange of information and ideas on communication theory and practice;
- furnish training and guidance to upgrading amateurs and those seeking to become radio amateurs;
- promote the Village of Wellington as an amateur radio "friendly" community; and,
- maintain an honorable, wholesome and harmonious image of the Radio Amateur in our Community by conducting the Club, its programs and activities in the spirit of The ARRL Amateur's Code.

ARTICLE 1 MEMBERSHIP

All persons interested in Amateur Radio communications shall be considered for membership. Membership shall be by application submitted to the Secretary of this Club and each applicant shall be introduced to the Club's members at a regular meeting. Each applicant must agree to abide by the Constitution and By-Laws, The Amateur's Code and such rules as may be adopted from time to time by the Club.

Two-thirds (2/3) of the members of the Board of Directors shall approve the applicant before he/she shall be deemed a member.

This Club shall not discriminate in membership based upon race, spiritual creed, sex, religion, age or national origin.

To ensure that the principal focus of this Club remains on providing Emergency and Special Event Communications for the Wellington community, all full members shall be ARES members and two-thirds of the Club's full members shall be Village of Wellington residents.

Section 1 - Licensed amateur radio operators shall be eligible for full membership. Full membership includes all Club privileges as well as rights to hold a Club office and to vote for Club officers.

Section 2 - Associate membership may be offered to licensed non-residents awaiting a vacancy in full membership, non-ARES members, and to persons who are interested in becoming licensed amateur radio operators. Associate members shall enjoy all benefits, social, technical, etc., excepting the privileges of voting and holding office.

ARTICLE 2 DUES

The yearly dues will be recommended by the Board of Directors and approved by the membership of the Club at its December meeting.

Dues shall be payable upon election to membership and at yearly intervals thereafter. Term of membership shall be 12 consecutive months.

Dues should be paid to the Treasurer and shall be used for the operating expenses of the Club in furtherance of its stated purposes.

Members of the Club who are immediate family members (spouse, children, and/or parent(s)), residing in the same household, of a full member of the Club shall be assessed dues per the following schedule:

- a. First full member - full annual assessment.
- b. Second Club member within the same family - one-half (½) the full annual assessment.
- c. All remaining Club members within the same family - no assessment.

Members of the Club who are full-time students or who are sixty-five (65) years of age or older shall be assessed half the full annual assessment.

ARTICLE 3 DIRECTORS, OFFICERS AND DUTIES

A) Directors: There shall be a Board of Directors of at least three (3) in number which shall consist of Officers of the Club and in addition: the immediate Past President, the ARES City Coordinator-Wellington (CCW), and the Village of Wellington EOC Emergency Communications Coordinator (ECC). To qualify for a directorship, the immediate Past President, CCW and ECC must be full members of the Club in good standing and Wellington residents.

The majority of the Board of Directors shall be Wellington residents regardless of the number of directors.

The Board of Directors shall be the governing body of the Club and as such shall formulate and be responsible for all matters of policy. It shall review all reports of conduct unbecoming a member of the Club and, if sustained, submit the matter to the body of the Club at a regular meeting. Decisions of the Board of Directors shall be reached upon majority vote; thereupon the President shall execute the decisions so made or the policies so formed.

The Board of Directors shall meet in regular or special meeting in order to transact business. The newly elected Board of Directors shall take office immediately following the election meeting. The new President shall call a regular organizational meeting of old and new officers within ten days of the election meeting. The Board of Directors shall normally meet in regular meeting, duly called, at least once per year.

The Board of Directors shall prepare an operating budget for the Club for the following year. The proposed budget shall be presented to the membership for review at the November regular meeting. The proposed budget will be brought to the membership for approval at the December regular meeting along with a recommendation for the annual dues assessment. A majority of the

members present shall be required to approve the proposed budget.

Once the budget is approved, the Board of Directors must bring recommendations for changes in specific budget allocations or deletions or additions of allocation to the membership for review and approval. The Board of Directors can authorize expenditures within the budgeted amounts.

B) Officers: The Officers shall consist of: President, Vice-President, Secretary, Treasurer and Program and Activities Chairperson.

The officers of this Club shall be elected for a term of one year by ballot of the full members present, provided there be a quorum, through the Election Procedures of ARTICLE 4.

Any full member may be nominated for any office in the Club except President and Vice-President. They must not only be full members but also residents of Wellington.

If there are fewer than twenty-five full members, members may be nominated for, and hold, more than one office concurrently.

C) President: The President shall be the administrative head of the Club; shall preside at all meetings; and shall conduct same according to the rules adopted. The President shall enforce due observance of the Constitution and By-laws; decide all questions of order; The President alone shall sign all official documents that are adopted by the Club; and shall act as its spokesmen and representative at meetings with other organizations and committees unless some other member is delegated so to act in any instance by him/her or the Board of Directors. A pronouncement shall not obligate or commit this Club unless this obligation or commitment has been specifically authorized by the Board of Directors. The President shall be an ex-officio member of all committees except for the Nominating Committee, The President shall perform all other customary duties pertaining to the office of President. All candidates for the office of President shall have held membership in the Club continuously for at least one year immediately prior to the election date. For election eligibility purposes, membership is considered continuous if it contains only one lapse not exceeding ninety days.

D) Vice-President: The Vice-President shall possess all the powers and assume all the duties of President in the event of the absence or disability of the President. The Vice-President shall, further, assist the President in all functions of that Office; and shall perform such other duties as are properly assigned to him/her by the Board of Directors. The Vice-President shall act as Chairperson of the Bylaws Committee should one be formed.

E) Secretary: The Secretary shall keep an accurate record of all official meetings of the Club, which may be read upon request. The Secretary shall keep a copy of the Constitution and By-laws present at all times; shall keep these in good order; shall effect all changes and additions in same; shall permit same to be consulted by members upon request. The Secretary shall be responsible for the safe keeping of the Constitution and Bylaws. The Secretary shall keep a roll of all members, and the current status of these members; shall keep a roll of members present at meetings; and shall accept all applications for membership; shall carry on all necessary correspondence for the Club; shall read all communications.

F) Treasurer: The Treasurer shall keep an accurate and current record of all monies received and disbursed by the Club; shall read all bills; shall receipt for all bills paid and monies received. The Treasurer shall pay no bill without the approval of the Board of Directors; shall submit at the end of each quarter an itemized statement of all receipts and disbursements. The Treasurer shall deposit all monies received in the Bank approved by the Board of Directors. The Treasurer shall be the Property Officer and have custody of, and safeguard, keep in good order, and report who is in possession of Club property when the final statements are presented. At the expiration of the Treasurers term all the property and records belonging to the Club will be turned over to the new

Treasurer.

G) Program and Activities Chairperson, PAC, under the direction of the Board of Directors, shall be responsible for programs and presentations at meetings which endeavor to increase knowledge of radio techniques among its members.

ARTICLE 4 ELECTION PROCEDURES

A) Procedures for Regular Elections.

1) By the October Board of Directors meeting a Nomination Committee shall be appointed by the Board.

By the November general meeting the Committee will have chosen a slate of nominees, at least one for each office.

2) 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. Then nominations from the floor will be accepted again.

3) The entire list of candidates will be sent to the membership along with the December meeting notice.

4) At the December election meeting nominations from the floor will again be opened.

5) The nominees are encouraged to present a short autobiographical sketch. The candidates may participate in a brief question and answer period at the election meeting prior to the vote.

B) Vacancies occurring between elections shall be filled by special ballot, at the first regular meeting after the withdrawal or resignation is announced.

ARTICLE 5 MEETINGS AND QUORUMS

There shall be regular and special meetings. At meetings, a minimum of one-third of the membership shall constitute a quorum for the transaction of business.

At a Board of Directors meeting, a majority of the Board shall constitute a quorum.

Club meetings shall be held at least once each month. A regular date, time, and place for the meeting, excepting special meetings, shall be selected by the Board of Directors, but may be altered by a majority vote of the membership. Special meetings may be called by the President. He/she shall be required to call a special meeting upon receipt of a written request signed by five (5) or more voting members.

All members shall be notified at least forty eight hours before the time set for a meeting.

ARTICLE 6 WRC EMERGENCY PREPAREDNESS AND THE WRC/ARES EMERGENCY PLAN

The PAC, ARES CCW and EOC ECC, will lead the ARES Activities/Emergency Committee. This

Committee shall organize, plan and lead activities for Club members to prepare for and provide emergency communications according to the current WRC/ARES Emergency Plan. These activities may include but are not limited to Field Day, Hurricane drills, simulated emergencies, participation in traffic and emergency nets, community special event communications, training classes and contests.

In March of each year, the Committee will review the previous year's ARES Emergency Plan for the Village of Wellington to ensure it is updated, effective and compatible with other Village, County EOC and ARES plans. The Emergency Plan will be presented to the Board of Directors at its April meeting. At the May Membership meeting, the Emergency Plan will be explained and distributed to members for Hurricane Season Preparedness.

The Committee may call upon any member to assist them in their various projects.

ARTICLE 7 COMMITTEES

The President shall form additional committees as necessary or upon the majority vote of the full membership as a result of a passed motion for the creation of a special committee. The President shall be able to remove any committee chairperson found not effectively fulfilling his/her responsibilities.

There will be three on-going committees:

ARES Activities/Emergency Committee (see Article 6),

Membership Assistance Committee (see Article 8), and the

Repeater Committee: The Repeater Committee will be responsible for the control and maintenance of the Wellington EOC/WRC repeater. (See Article 9)

ARTICLE 8

MEMBERSHIP ASSISTANCE

The Membership Assistance Committee will provide technical advice to members concerning station design, construction and operation and to assist members in developing emergency capable home stations.

It shall also offer recommendations to help resolve complaints of interference to consumer devices and non-amateur communications systems. In addition, it will maintain a library of resources related to antennas and antenna supports which would be available to all Wellington radio amateurs.

The Club shall also maintain a program to foster and guide public relations.

ARTICLE 9 LICENSE TRUSTEE

The License Trustee shall hold all licenses for Club Stations. He shall be the official representative of the Repeater Committee with all outside agencies and groups; shall be chairman of the Repeater Committee and officiate at its meetings. His appointment shall be considered permanent until he can no longer serve as trustee.

ARTICLE 10 AMENDMENTS

This Constitution and By-Laws may be amended by a two-thirds vote of the total full membership. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following regular meeting. The Secretary shall provide all members written notice by mail of the intent to amend the Constitution and/or By-Laws and of the nature of the proposed changes.

Robert's Rules shall govern proceedings.

ARTICLE 11 REMOVAL OF MEMBERS, OFFICERS OR DIRECTORS

For just cause, an Officer or Director may be removed from the Club by a three-quarters (3/4) vote of the total full membership. Members may be removed for just cause by a three-fourths vote of the quorum of full members present at any business meeting. The member, officer or director being removed shall be notified at least 14 days prior to the vote and that said member shall have the right to speak at the meeting before the vote is taken.

Members of the Club who have failed to pay annual dues within two months of written notification by the Secretary shall automatically be removed from the membership rolls.

ARTICLE 12 DISSOLUTION

If for any reason this Club is dissolved, all monies and assets shall be donated to another non-profit amateur organization selected by the majority of the membership.

The above Constitution, By-Laws and the attached Radio Amateur's Code have been duly ratified by those present at the May 17, 1999 Meeting of the Wellington Radio Club.

President

Secretary

Vice-President

Treasurer

Program & Activities Chairperson

May 17, 1999
WRCCONST.WPD

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