

HIAWATHA AMATEUR RADIO ASSOCIATION OF MARQUETTE COUNTY
INCORPORATED
CONSTITUTION AND BY-LAWS

ARTICLE 1:

SECTION 1: NAME

1. The name of the club shall be the Hiawatha Amateur Radio Association of Marquette County, hereafter referred to as the club.

SECTION 2: OBJECT

1. The purpose or purposes for which the club is formed to:
facilitate the exchange of information and general cooperation among members, promote radio knowledge, fraternalism and individual operating efficiency, further the exchange of information and cooperation between law enforcement and emergency preparedness personnel, lessening the burdens of government in providing much needed communications in times of emergency and or disaster, as well as to be of service to the community at large, and to conduct club programs and activities so as to advance the general interest and welfare of amateur radio. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Notwithstanding any other provision of this document, upon dissolution of the corporation or organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

ARTICLE 2: MEMBERSHIP

SECTION 1: MEMBERSHIP QUALIFICATIONS

1. All persons actively interested in amateur radio shall be eligible for membership. Each prospective member must express willingness to abide by the by-laws and such rules as shall from time to time be promulgated by the club.
2. Classes of membership; membership shall consist of three classes, full, associate, and organizational/business. Full membership shall be limited to those holding a current amateur radio license and residing in Marquette County. Associate membership shall consist of those amateurs not living in Marquette County as well as any unlicensed individual regardless of his or her residency, who may be accepted for membership in this association but who do not have voting privileges. Organizational/business memberships are offered to organizations wishing to support the club and are non-voting memberships.
3. To be considered a member in good standing, your dues shall be paid up for the current club year.

ARTICLE 3: CLUB OFFICERS

SECTION 1: TITLES

1. The officers of the club shall be the President, Vice-President, Secretary, and Treasurer. The club shall also have three Executive Board members all of whom shall be full members, one of whom shall be elected as provided in Article 4. The second and third Executive Board member positions will be filled by the current club Emergency Coordinator (EC) and the past-president. If the EC and/or past-president are unable to fill an Executive Board position, the vacancies will be filled by the election process as stated elsewhere in the by-laws. Additional members may be added to the Board as desired. In the case where it is desired to add additional members to the board, those members may be nominated at the next business meeting and voted upon by the membership at that meeting.
2. All officers and members of the Executive Board shall be full members in good standing.
3. Officers may be removed by 75 percent vote by the membership on a secret ballot.
4. Any officer or member electing to withdraw from the club or their position must submit to the Secretary a resignation, in writing.
5. Vacancies occurring between elections must be filled by special election at the first regular meeting after the regular meeting at which the resignation is announced.

SECTION 2: DUTIES OF THE PRESIDENT

1. The President shall be the chief executive officer of the club, performing all administrative duties incident to the office of the President.
2. The President shall preside at all regular and special meetings.
3. The President shall enforce all rules and regulations of the club and shall, with the consent and approval of the club members, appoint all officers and servants not otherwise herein provided for.
4. With the consent and approval of the membership, the President shall appoint all committees, select the chairman of each such committee, and fill any vacancies in such committees by appointment. The President shall be an ex-officio member of all such committees.
5. With the Secretary, and in their capacity as chief executive officer of the club, the President shall sign all obligations, letters and instruments of the club, and shall have general supervision of the club and its management.

SECTION 3: DUTIES OF THE VICE-PRESIDENT

1. In the absence of the President, the Vice-President shall perform the President's duties, and if the office of the President should become vacant, the Vice-President shall hold such office until the next election.
2. The VP will be the coordinator for finding individuals to present programs and/or projects after the regularly scheduled meetings and will coordinate the content of the non-business meetings. Those willing to present should coordinate with the VP to schedule a time slot to do so.

SECTION 4: DUTIES OF THE SECRETARY

1. The Secretary shall perform all administrative duties incident to the club office of Secretary.
2. The Secretary shall sign all instruments requiring their signature as a club officer.
3. The Secretary shall conduct or cause to be conducted, all official correspondence of the club and shall see that such correspondence is properly preserved and filed until otherwise disposed of by the Executive Board of Officers.
4. The Secretary shall keep the minutes of all meetings.
5. The Secretary shall keep or cause to be kept, a club record in which shall be entered an accurate listing of all members' names, callsigns, addresses and telephone numbers.
6. The Secretary shall turn over all monies collected to the Treasurer of the club.
7. The Secretary shall perform all other duties as may be required by the members.

SECTION 5: DUTIES OF THE TREASURER

1. The Treasurer shall perform all administrative duties incident to the office of the Treasurer.
2. The Treasurer shall sign or countersign all such instruments as may require their signature as a club officer.
3. The Treasurer shall be the custodian of all club funds, and deposit all club funds in a depository to be designated by the members.
4. The Treasurer shall disburse the club funds as authorized by the membership. They shall keep or cause to be kept, proper vouchers of all sums disbursed, and complete information as to the financial condition of the club.
5. Upon request by the Executive Board, the Treasurer shall submit to the Executive Board complete information as to the financial condition of the club, and at regular meetings, shall submit a complete statement of the club's financial affairs to be approved by members present.
6. The Treasurer shall perform such other duties as may be assigned to them by the members.

SECTION 6: DUTIES OF THE EXECUTIVE BOARD

The Executive Board will serve as the visioning and planning instrument of the club. Their duties are to provide guidance and ideas for improving the club programs and functions. These duties are not exclusive to this Board. Brainstorming ideas and concepts ahead of the general membership meeting should allow membership meetings to proceed in a more efficient manner. Any member can bring up ideas and suggestions for the club. If the ideas are complex and require detailed planning the President may refer the matter to the Executive Board for further consideration. All approvals of club activities remain with the general club membership. As such the Executive Board is an advisory board to the general membership.

SECTION 7: COMPENSATION

1. No salary or other compensation shall be paid or promised to any officer or member of the club, unless specifically provided for by action of the members.

ARTICLE 4: ELECTIONS

1. Nominations for the offices may be made by any member of the club at the September or October meetings. A second motion of nomination must be also addressed to the members. The nominees may or may not accept the nomination or office.
2. In the event that any position is unopposed, the officer may be elected by a voice vote.
3. Only full club members present and in good standing may vote. Office is declared by majority vote.
4. After the elections, the officers assume their duties the following month.

ARTICLE 5: MEETINGS

SECTION 1: ANNUAL CLUB MEETING

The annual club meeting shall be held in a designated place determined by the Executive Board on the first Thursday of October for the purposes of:

1. the election of officers.
2. approving the annual operating budget for the next club year.
3. the transaction of other business which may be brought before the meeting for action.

SECTION 2: SPECIAL CLUB MEETINGS

1. Special club meetings shall be called by the President or the Executive Board. Special meetings shall be held at a time and place within Marquette County, to be determined by the Executive Board.
2. The club Officers and Executive Board members shall agree upon a mutual date and time to hold at least one Executive Board meeting per year.

SECTION 3: REGULAR CLUB MEETINGS

Regular club meetings shall be held on the first Thursday of every month, unless otherwise designated by the President and the Executive Board.

A business meeting shall be a component of the regular club meetings in October, January, April, and July. A special business meeting will occur during the September meeting for the sole purpose of nominating officers for the October election.

On other months, an informal meeting will take place and the content of those meetings will be determined by the Vice President based on recommendations of members.

August is reserved for the club picnic.

December is reserved for the club Christmas party.

SECTION 4: ORDER OF BUSINESS AT CLUB BUSINESS MEETINGS

The order of business for club business meetings shall be as follows: call to order, welcome new members, reading of unapproved club meeting minutes, reading of Treasurer's report, report of committees, old business, new business, good of the club, complaints, or any other business that may come before it and adjournment.

Only members present may vote on matters of the club. No proxy votes will be taken.

SECTION 5: PARLIAMENTARY RULES

In the conduct of all meetings, Robert's Rules of Order shall prevail.

ARTICLE 6: COMMITTEES

SECTION 1: FORMATION AND GENERAL RULES

1. Standing committees, excepting the ARES/RACES committee, and other committees shall be appointed by the President with the authority of the members. The ARES/RACES committee chair shall be the ARES Emergency Coordinator (EC) as appointed by the ARRL Michigan Section Manager (SM) or, at the discretion of the SM, the Michigan Section Emergency Coordinator (SEC).
2. Committee and or chairman vacancies, excepting the ARES committee, shall be filled by appointment by the President.
3. Each committee shall be composed of as many members or officers, or both as the Executive Board may determine.
4. No committee shall have the authority to obligate the club in excess of budgeted amount established for its use by the club.
5. All committees shall report on their activities to the Executive Board and/or members upon request of the Executive Board at regular or special meetings. All committees shall be subject to supervision and control by the Executive Board, having only such authority as is expressly defined herein delegated by the Executive Board.

ARTICLE 7: Membership

SECTION 1: FEES

1. Annual dues of fifteen dollars per year shall be paid for full membership, twenty dollars per year for family full membership, seven dollars and fifty cents for full-time students under the age of twenty-five, ten dollars per associate member, fifteen dollars for family associate membership, and \$200 for an organizational/business membership.
2. New members only dues paid before July 1st will expire on December 31st of the same year, with dues paid after July 1st your membership will be good until December 31st of the following year.
3. New Licensees - New licensees will be granted free initial membership. If the licensee attains their license prior to July 1, the free membership will extend to the end of that calendar year. If they attain their license July 1 or later, the free membership will extend to the end of the following year.
4. The club year starts on January 1st and ends December 31st.

SECTION 2: NON-PAYMENT

Non-payment of dues shall be cause for expulsion from the club.

ARTICLE 8: QUORUM

A quorum at a meeting shall be any two officers and five full members in good standing. Such a number must be present in order that business can be legally transacted. The quorum refers to the number present, not the number voting.

ARTICLE 9: AMENDING THE BY-LAWS

SECTION 1: PROCEDURES FOR AMENDING

These By-Laws may be amended by a majority vote at any regular business meeting or special business meeting. Proposals may be made by any member and shall be in writing, and be in the best interest of the club. They may be read at a business meeting or emailed to the membership no less than 25 days prior to the meeting in which the changes are to be presented for a vote.