

# **Rappahannock Valley Amateur Radio Club Constitution**

## **PREAMBLE:**

We, the undersigned, being desirous to secure for ourselves the pleasures, training, education and benefits of the association of persons commonly interested in Amateur Radio, by furthering better cooperation among its members, by developing individual efficiency and furthering the interest of radio in the general community, do hereby constitute ourselves the Rappahannock Valley Amateur Radio Club, a non-profit organization, and do enact this constitution as our governing law.

## **ARTICLE I**

### **MEMBERSHIP:**

Sec. 1 All persons interested in amateur radio shall be eligible for membership.

Sec. 2 Membership shall be by application and election upon such terms as provided by the club By-Laws.

## **ARTICLE II**

### **OFFICERS:**

Sec. 1 The officers of this club shall be: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and Activities Manager.

Sec. 2 The offices of Secretary and Treasurer may be held simultaneously by one member upon a vote of the membership.

Sec. 3 The officers of this club shall be elected for a term of one year by ballot of the members present, provided there be a quorum, at the regular meeting in January.

Sec. 4 Vacancies occurring between elections must be filled by special ballot at the first regular meeting at which the vacancy or resignation is announced.

Sec. 5 Officers may be removed from office by a three-fourths vote of the membership.

Sec. 6 No officer may be re-elected to the same position for more than two consecutive terms.

## **ARTICLE III**

### **DUTIES OF OFFICERS**

Sec. 1 The president shall preside at all meetings of this club and shall conduct same in accordance with

the rules adopted. He shall enforce due observance of this constitution and By-Laws. He shall decide all questions of order, sign all official documents that are adopted by the club and shall perform all customary duties pertaining to the office of President.

- Sec. 2 The 1st Vice-President shall assume all the duties of President in the absence of the latter, be the Programs and Activities Committee chairman, and be the programs manager.
- Sec. 3 The 2nd Vice-President shall assume all the duties of President should both the President and 1st Vice-President be absent. He shall be the Membership Committee chairman.
- Sec. 4 The Secretary shall keep a written record of the proceedings of all meetings, keep a roll of all members, carry on all correspondence, read communications at each meeting and notify every member of social meetings, except as might be excused from action under the By-Laws. He shall at the expiration of his term turn over everything in his possession belonging to the club to his successor.
- Sec. 5 The Treasurer shall receive and receipt for all moneys paid to the club. He shall keep an accurate record of all moneys received and expended, he shall pay no bills without authorization by the officers or a vote of a business meeting as defined in the By-Laws. At the end of each quarter, he shall submit an itemized statement of disbursements and receipts. He shall at the expiration of his term turn over everything in his possession belong to the club to his successor.
- Sec. 6 The Activities Manager shall organize club station activities, contests for enjoyment, general interest maintenance and training. He shall maintain close liaison with the ARRL Emergency Coordinator or SEC who has jurisdiction or other emergency affiliation in order to further the fullest possible club participation in the ARRL Amateur Radio Emergency Service (ARES) and other training exercises. He shall keep informed of the equipment, normal operating frequencies and hours, and type of operation of such members as possess station equipment to facilitate emergency organization and to help in planning general interest activities. He may appoint committees or assistants to aid in specific branches of activity.

## **ARTICLE IV**

### **MEETINGS**

- Sec. 1 The By-Laws shall provide for regular and special meetings. At the meetings, one-fourth of the membership shall constitute a quorum for transaction of business.
- Sec.2 Business meetings for the purpose of considering financial matters or expenditures will be composed of not less than three elected officers.

## **ARTICLE V**

## DUES

Sec. 1 The RAPPAHANNOCK VALLEY AMATEUR RADIO CLUB, by a majority vote of the members at any regular meeting, may levy upon general membership such dues or assessments as shall be deemed necessary for the business of the organization within its objective as set forth in the preamble thereof. Non-payment of such dues or assessments shall be cause for expulsion from the club as specified in the By-Laws.

## ARTICLE VI

### ELECTROMAGNETIC INTERFERENCE AND MEMBERSHIP ASSISTANCE

Sec. 1 The club through designated members and committees will provide technical advice to members, and nonmembers upon request concerning equipment design and operation to assist in the reduction of Electromagnetic Interference, observation of frequency requirements, achievement of clean signals and uniform practice.

## ARTICLE VII

### AMENDMENTS

Sec. 1 This constitution or the By-Laws may be amended by a vote of two-thirds of the full membership. Proposals for amendments shall be submitted in writing at a regular meeting and may not be voted on until the next regular meeting. Notification of the proposed amendment must also have been sent all members not less than fifteen calendar days prior to meeting at which vote is taken and such notice must be by mail.

Sec 2 If a quorum of two-thirds of the membership is not present at the next regular meeting following written mail notice of the proposed amendment, the President shall direct a mail ballot on the amendment. The Secretary shall mail a ballot within 7 days to all members and the members response must be postmarked within 30 days of the meeting at which the amendment was brought up for a vote. A two-thirds majority of the valid mail ballots returned shall decide the question. There shall be no proxies.

## ARTICLE VIII

### RULES:

Sec. 1 Robert's Rules of Order shall govern all proceedings.

## **RAPPAHANNOCK VALLEY AMATEUR RADIO CLUB BY-LAWS**

### **Sec. 1 SECRETARY.**

It shall be the duty of the Secretary to keep the Constitution and By-Laws of the RAPPAHANNOCK VALLEY AMATEUR RADIO CLUB and to have same with him at every regular and special meeting. He shall cause all amendments, changes and additions to be noted thereon and shall permit same to be consulted by members upon request.

### **Sec. 2 MEMBERSHIP.**

Applications for membership shall be submitted at regular meetings in writing and each application must express a willingness of the applicant to abide by the constitution and By-Laws promulgated by the club. Two-thirds of those present shall approve the applicant before he shall be considered elected to membership.

In order to preserve club eligibility for national affiliation, there shall be two classes of membership: full and associate. A full member is one who holds a valid government issued Amateur Radio License and full membership in the ARRL. An associate member is one who does not fulfill the requirements of a full member. Only the full member possesses the right to vote on matters before the club and hold elected offices. The 2<sup>nd</sup> Vice President shall keep a current record of members' licenses and ARRL affiliation.

**Sec. 3** Regular meetings shall be held on the fourth Tuesday of every calendar month at such a place as the President shall order. Special meetings may be called by the President upon written request of any five members of the club. Members shall be notified at least forty-eight hours before the time designated for the special meeting. Only such business specified in the notification shall be transacted at such a special meeting.

### **Sec. 4 DUES.**

A yearly assessment per member is payable on the first meeting date in January in advance, in accordance with the provisions of Article V of the constitution for the purpose of providing funds for current expenses. Any member who is three months or more behind in his dues shall lose membership in the club and all rights and benefits thereof. When more than one full member of the club are also members of the same family, one full member shall pay the full membership assessment. The other member(s) of the same family will be assessed a fee of \$1.00 each. Any member who is a youth under 18 years old will be assessed a \$ 1.00 annual membership fee.

### **Sec. 5 ELECTROMAGNETIC INTERFERENCE COMMITTEE.**

The EMI Committee shall consist of three members appointed by the President. This committee shall direct all investigations, invite the proper members to inquiries and organize the presentation of technical facts or other testimony within its province, reporting to the club on results.

Sec. 6 PUBLICITY COMMITTEE.

A chairman of publicity is to be appointed by President. It shall be the duty of this member to see that the club receives favorable publicity through local publications and all other mediums available. He shall direct all efforts of the club wherein public relations are effected. He shall at his discretion appoint as many members as assistants as is necessary and as undertakings of the club warrant.

Sec. 7 PROGRAMS AND ACTIVITIES COMMITTEE.

The Programs and Activities Committee shall be composed of the 1<sup>st</sup> Vice-President, the Activities Manager and three members appointed by the President. The 1<sup>st</sup> Vice-President shall be the chairman of this committee. It shall be the duty of this committee to consider and promote club sponsored undertakings in such areas as training, education, meetings and exercises.

Sec 8. REPEATER COMMITTEE.

The repeater committee shall plan, construct, and maintain the Fredericksburg repeater. The President shall appoint the members of the committee with the exception of the repeater trustee. The trustee shall be elected by a vote of the membership and the position is not restricted to a year term. The trustee shall determine any local repeater operating Policy which the trustee feels is necessary for self- protection against liability for violations of the Federal Communications Commission Rules and Regulations or the Communications Act. The callsign of the repeater shall be K4TS, the club callsign.

Sec. 9. BUSINESS.

For the purpose of deciding on financial matters which are of such nature that it is not practical to hold off until a regular or special meeting is called, a business meeting composed of not less than two elected officers may make decisions on matters involving amounts not in excess of \$50.00.

Sec. 10 CONTRIBUTIONS.

The treasurer is authorized to receive contributions from individuals who are not members of the club.

Revision accepted on May 25, 2004 by majority mail vote.

Secretary,