

CONSTITUTION AND BYLAWS
PENINSULA AMATEUR RADIO CLUB
APPROVED November 1, 2006

CONSTITUTION

PREAMBLE

Desiring to secure for ourselves the pleasures, benefits and fellowship of persons commonly interested in AMATEUR RADIO, we do hereby constitute ourselves as the "Peninsula Amateur Radio Club," hereafter referred to as PARC, and do enact this Constitution as our governing principles. It will be our purpose to promote all facets of Amateur Radio, to be diversified, and to encourage all modes of Amateur Communications.

ARTICLE I, SECTION 1
MEMBER STATUS

All persons interested in Amateur Radio will be eligible for membership. Member status is as follows:

- FULL MEMBER: Must hold a valid Amateur Radio license.
- ASSOCIATE MEMBER: Does not hold a valid Amateur Radio license and is not entitled to vote or hold office. All other privileges apply.
- HONORARY MEMBER: May be conferred on any current PARC member by the vote of a Quorum. Honorary members pay no dues and have all the privileges as a Full Member.

ARTICLE II, SECTION 1
CLUB OFFICERS

The officers of the Club will be President, Vice President, Secretary and Treasurer. Eligibility to hold elected office will be limited to Full Members holding valid Amateur Radio Licenses. Nominations for officers of the Club will be accepted at the regularly convened business meeting preceding the election meeting and also preceding the election at the election meeting. After due notice to the membership, the officers will be elected by the majority vote of a Quorum present at the regularly designated meeting for such election. Such election will take place during the regularly-scheduled business meeting in the month of December of each year. All officers so elected will serve for a term of one year and will assume office at the first scheduled club meeting of the next calendar year. The time, place and date of said meeting must be announced, at the election meeting, by the outgoing President, immediately after naming the newly-elected officers for the next calendar year. Nothing herein will prevent any officers from succeeding themselves.

ARTICLE II, SECTION 2
FILLING OFFICE VACANCY

Any vacancy occurring in any office will be filled, by the vote of a Quorum in a special election, at the next business meeting. Such a vacancy will not be filled by appointment.

ARTICLE II, SECTION 3
RESIGNATION OR REMOVAL FROM OFFICE

An officer may be removed from office only by a secret vote by a majority of a Quorum. The resignation of any officer will be requested in writing, by the President, or by the Vice President as required. Should the officer of whom the resignation was requested refuse to resign, the President or the Vice President will submit the rationale for removal from office at the next regularly-scheduled business meeting or special meeting called for that purpose. The necessity for the Quorum need not be detailed in such notice.

ARTICLE III, SECTION 1
PRESIDENT

The President will:

- a. Preside over all meetings of this Club and conduct said meetings according to Roberts Rules of Order, Modern Edition.
- b. Enforce conformance with the Constitution and Bylaws of the Club.
- c. Appoint committees as necessary for the proper operation of the club.
- d. Co-sign all Club checks of fifty dollars or more when not accomplished by the Vice President.
- e. Appoint a property custodian(s) to assist the Treasurer in the inventory, location and condition of all Club property
- f. Decide all points of order and precedence.
- g. Perform all customary duties of the office of President.
- h. At the end of their tenure, present to their successor all papers and properties associated with their duties, belonging to the club.

ARTICLE III, SECTION 2
VICE PRESIDENT

The Vice President will:

- a. Be responsible for and preside over all program meetings and assume all duties of the office of the President in the President's absence.

- b. At the end of their tenure, present to their successor all papers and properties associated with their duties, belonging to the club.
- c. Co-sign all Club checks of fifty dollars or more when not accomplished by the President.

ARTICLE III, SECTION 3
SECRETARY

The Secretary will:

- a. Maintain the Constitution and Bylaws of the Club and have copies of these in their possession at all business and special club meetings. They will also cause all amendments, changes, deletions and additions to be duly noted thereon and make the contents available to any club member so requesting.
- b. Keep an accurate record of the proceedings of all meetings. Maintain an index of votes.
- c. Maintain, in cooperation with the Club Treasurer, a roster of members. This roster will contain the following information:
 - 1. last name; first name, middle initial
 - 2. callsign (if applicable)
 - 3. license classification
 - 4. street address; city, state, and zip
 - 5. phone number (optional)
 - 6. Member Status
 - 7. Membership
 - 8. ARRL membership status

The roster will be reviewed and made available to the club membership no later than the end of April and October.

- d. Dispatch all correspondence of the Club as directed by the President.
- e. Inform the membership of Club communications and correspondence as appropriate.
- f. Be responsible for notifying members at least seven days prior to a Club meeting when a Quorum is required to conduct business at said meeting.
- g. At the end of their tenure, present to their successor all papers and properties associated with their duties belonging to the club.
- h. Be responsible for supplying new members with Constitution and Bylaws and any other pertinent materials.

ARTICLE III, SECTION 4
TREASURER

The Treasurer will:

- a. Receive, and receipt, for all monies received by the Club from any source.
- b. Maintain accurate records and accounting for all monies received and disbursed by the club.
- c. Assist the secretary in maintaining a roster of members. The Treasurer will validate membership dues status effective March 1 each year.
- d. Make required expenditures for routine operating expenses less than fifty dollars.
- e. Issue no checks more than fifty dollars from the PARC account unless these checks have been co-signed by the Club President or Vice President.
- f. Be prepared to present an accurate accounting of the Club's financial status to the President or general membership when requested to do so by the President.
- g. At the end of their tenure, submit all records of their office for audit to the President and one other member appointed by the President.
- h. Maintain an inventory to include location and condition of all property owned by or in custody of the club.
- i. At the end of their tenure, present to their successor all papers and properties associated with their duties belonging to the club.

ARTICLE IV, SECTION 1
MEETINGS

The Bylaws will provide for business and special meetings and will specify the frequency and reasons for these meetings.

ARTICLE IV, SECTION 2
CLUB BUSINESS

All business of this club will be transacted in accordance with Robert's Rules of Orders, Modern Edition. In the event of a discrepancy, these Bylaws will supersede Robert's Rules of Order.

ARTICLE IV, SECTION 3
QUORUM

A Quorum will be construed to be those Full Members and Honorary Members present at a meeting.

DUE NOTICE

Due notice will be construed as notification by mail, radio, in person or by telephone, no fewer than seven days prior to stated meeting, of pending business.

VOTING

All requirements for voting by this Club as contained in its Constitution and Bylaws will be by majority vote of the Full and Honorary members.

ARTICLE VI, SECTION 1

DISCIPLINARY RULES

The club may enact such disciplinary rules, excluding a monetary forfeit:

- a. as are necessary to enforce good public order in the conduct of the Club's business and activities, and
- b. for the chastisement of any member failing to conform to the findings of a duly constituted committee.

ARTICLE VII, SECTION 1

SAFETY

The club will enact minimal safety regulations and procedures required to safeguard the lives and property of its members.

ARTICLE VIII, SECTION 1

CLUB LICENSE TRUSTEE

The club license trustee will:

- a. be appointed by the President and must hold a General or higher-class license, and
- b. be Chairperson of the repeater committee.

All cost associated with the filing or change of notice of Trusteeship of the Club license will be borne by the club.

Peninsula Amateur Radio Club BYLAWS

APPROVED January 2, 2019

SECTION 1

QUORUM

The definition of a Quorum will be adhered to at all times during the conduct of Club business.

SECTION 2

VOTING

All Full Members and Honorary Members, regardless of their membership classification, will have equal vote for purposes of conducting the business of the club.

SECTION 3

MEMBERSHIP

The following classifications apply to dues structure only. No exceptions to these classifications will be made without the majority vote of a Quorum.

GENERAL MEMBERSHIP

The term "General Membership" will apply to all club members not specifically included in the Student and Family classifications below. Dues amount to be determined from time to time by a vote of a Quorum.

FAMILY MEMBERSHIP

The term "Family Membership" will apply when more than one person in the same household is a club member. One person in the family will pay General Membership dues. Additional Family Membership dues amount will be determined from time to time by the vote of a Quorum. Each family member's Member Status will be determined individually.

STUDENT MEMBERSHIP

The term "Student Membership" will apply only to those persons who are students attending a minimum of nine months of scheduled classes during any twelve-month period. Student Membership dues amount will be determined from time to time by the vote of a Quorum.

HONORARY MEMBERSHIP

Honorary membership may be conferred on any current PARC member by the vote of a Quorum. Honorary members pay no dues and have all the privileges as a Full Member.

SECTION 4
APPLICATION FOR MEMBERSHIP

Application for membership will be accepted from any person desiring membership in the Club. The Secretary will duly note the receipt of each application in the minutes of the meeting and pass the application to the Club officer presiding over the meeting. The presiding officer may offer the application to the members then present for consideration or defer the offering until the next regularly scheduled business meeting. Under no circumstances will consideration of an application be delayed more than 30 days.

SECTION 5
VOTING ON MEMBERSHIP APPLICATIONS

Acceptance to Club membership will be by open vote of the members present at any scheduled business meeting and upon payment of dues by the applicant. If the applicant is not present at the said meeting, they will be notified, as soon as possible, by a letter from the Secretary, of the action of the club.

SECTION 6
CLUB MEETINGS

Business meetings will be held at the first meeting of each month and program meetings will be held at the second meeting of each month. These meetings will be held at the time and place specified by the general membership on the vote of a Quorum.

SECTION 7
SPECIAL MEETINGS

After due notice, special meetings may be held at the time and place specified by the President or Vice President.

SECTION 8
AMENDMENTS

Any amendment to the Constitution and Bylaws will be proposed in writing at a business meeting. Acceptance or non-acceptance of the proposed amendment will be determined by the vote of a Quorum at the next scheduled business meeting. The date of implementation of such amendments will be determined by the vote of a Quorum.

SECTION 9
DISBANDING THE CLUB

If at any time the club is disbanded, all club property and the balance of any monies in the treasury after all outstanding debts are paid will be disbursed as the vote of a Quorum will direct.

SECTION 10

DUES

Dues will be on a calendar basis. Dues amount to be determined from time to time by a vote of a Quorum. Such dues must be paid in lump sum and no later than the second business meeting of each year or by special arrangement with the Treasurer. Dues are: General Membership, \$12.00; Family Membership, \$12.00; and Student Membership, \$12.00, effective December 1, 2014. Members joining during the year will be prorated monthly. Paid dues or Honorary Membership will confer on the individual either Full or Associate Membership privileges.

SECTION 11

DUES WAIVED

Any and all dues for a specific member may be altered downward or waived entirely at the discretion of the President and Vice President. The recipient of each alteration or waiver will be considered a member and will have full voting rights for the remainder of the dues year.

SECTION 12

DUES IN ARREARS

Any member whose dues are not paid by March 1 will no longer be a member.