

# **Azalea Coast Amateur Radio Club Constitution**

## **Preamble:**

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Azalea Coast Amateur Radio Club and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation among members, to promote radio knowledge, fraternalism and individual operating efficiency, to promote and provide service to the community at large, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

## **Membership: Article I**

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application upon such terms as the club shall provide in its By-Laws. Members will be in good standing with the club upon payment of annual dues or assessments as necessary. A member will continue to be in good standing with the club through the end of the first quarter of the following year contingent upon payment of dues or assessments as necessary for the following year.

## **Officers: Article II**

Sec. 1. The officers of this club shall be President, Vice-President, Secretary and Treasurer.

Sec. 2. The officers of this club shall be elected for a term of one year by vote of the members present at the regular meeting in November. Those officers that are elected shall take office effective January 1 of the following year.

Sec. 3. Vacancies occurring between elections must be filled by special elections at the first regular meeting following a withdrawal or resignation.

Sec. 4. Officers may be removed from office by a 50 percent vote of the total membership. A notice with proxy vote shall be provided to the membership at least two weeks in advance of the meeting date.

## **Duties of Officers: Article III**

Sec. 1. The President shall preside at all meetings and conduct them according to the rules adopted. He/she shall enforce due observance of this Constitution and By-Laws, decide all questions of order, sign all official documents adopted by the club, and perform all other duties pertaining to the office of President.

Sec. 2. The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club.

Sec. 3. The Secretary shall keep a record of all proceedings at meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and mail or email written meeting notices to each member. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor or to the club president.

Sec. 4. The Treasurer shall receive and receipt for all monies paid to the club, keep an accurate account of all monies received and expended, and pay no bills without proper authorization. At the end of each quarter, he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term, he/she shall turn over everything in his/her possession, belonging to the club, to his/her successor or to the club president.

#### **Meetings: Article IV**

The By-Laws shall provide for regular and special meetings. At regularly scheduled meetings, those in attendance shall constitute a quorum for the transaction of business. If the business is financially related and not budgeted, the maximum amount of expenditure allowed is \$200. If the business will exceed \$200, a simple majority vote of 30 percent of the total membership at the same meeting, or a simple majority vote of 15 percent of the total membership at two consecutive meetings, may authorize the expenditure.

Robert's Rules of Order shall govern proceedings.

#### **Dues: Article V**

The club, by simple majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Payment of such dues or assessments shall be a requirement for a full membership in the club.

#### **Membership Assistance: Article VI**

The club, through its members, may provide technical advice to any member concerning equipment design and operation. The club may also assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation from club member-stations. The club shall also maintain a program to foster and guide public relations.

#### **Amendments: Article VII**

This constitution or By-Laws may be amended by a simple majority vote of a minimum of 50 percent of the total membership. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following regular meeting, provided all members have been notified of the intent to amend the constitution and/or By-Laws at said meeting.

## **Azalea Coast Amateur Radio Club By-Laws**

1. Secretary. It shall be the duty of the Secretary to keep the constitution and By-Laws of the club and have said documents with him/her at every meeting. He/she shall note all amendments, changes, and additions to the constitution and shall permit it to be reviewed by members upon request.
  
2. Membership. Full membership is open to licensed amateur radio operators. Associate membership is open to those actively engaged in study leading to an Amateur Radio license and all other interested persons. Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers. Associate membership includes all club privileges except for the right to hold office and vote for club officers.
  
3. Meetings. Regular meetings shall be held within each calendar month unless otherwise noted at a prior meeting or by advance notification. Special meetings may be called by the President upon the written request of any five club members. Notices shall be provided to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.
  
4. Proxy Voting. For the transaction of business, a proxy vote may be necessary to constitute a quorum. A proxy vote will be sent to each member at least two weeks in advance of the meeting. If the member attends the meeting, the proxy vote shall be considered null and void. A proxy vote may be revoked at any time before the meeting or by a subsequent proxy vote with a later date delivered.
  
5. Dissolvment. Upon a dissolvment of the club, all properties and holdings will be liquidated to cash, which shall be donated to a charitable cause voted on by a simple majority vote of 50 percent the total membership. If a quorum cannot be reached, the donation shall be to the ARRL.