

Adopted April 8, 1985, Updated April 12, 1999

Preamble: The object and purpose of the Nevada County Amateur Radio Club is to further the interests of Amateur Radio and all those interested therein, to be of service to our community and country in times of need, to provide fellowship among our members, and to promote harmony with all in our community.

## ARTICLE I: MEMBERSHIP

Section 1. All persons interested in Amateur Radio can make application for membership as follows:

- a. Full Membership: Any person holding a valid Amateur Operator License.
- b. Associate Membership: Any person **not** holding a valid Amateur Radio license.
- c. Honorary Membership: Any person, not a licensed member of the club, who has made an outstanding effort to assist the Nevada County Amateur Radio Club in its many diversified activities, may be nominated for Honorary Membership. Nominations will be submitted in writing to the Board of Directors, including therein a full explanation as to the reason for nominating this particular person, company, or corporation. Honorary membership will be ratified by a majority vote of those members attending a regular meeting of the Club.

Definition: An Honorary Member is a person as outlined above who is honored by the Club by election. They have no voting privilege. They will have no financial obligation.

## ARTICLE II: OFFICERS

Section 1. The elected Officers of this club shall be: President, Vice President, Secretary and Treasurer.

Section 2. The Officers of this Club shall be elected for a term of one year by a ballot of the members present at a regular meeting in November each year, provided there be a quorum present. A quorum shall be at least two officers and at least 25 members.

Section 3. The members elected as President and Vice President, shall not be elected to the same office for more than two consecutive terms.

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

Section 5. Officers may be removed on motion, by a three-fourths vote of the active membership, at a regular meeting.

## ARTICLE III: OFFICERS DUTIES

Section 1. The President presides over all business meetings. he/she shall enforce the due observation of this Constitution, decide all question of order, sign all official documents that are adopted by the Club and perform all the customary duties pertaining to the Office of the President.

Section 2. The Vice President shall assume all of the duties of the President in the absence of the President.



Section 3. The Secretary shall keep a record of the proceedings of all meetings, keep a roster of the members, carry on all correspondence, read communications at each meeting, except when excused by action under of the by-laws. At the end of his/her term, he/she shall turn over everything in his possession, belonging to the Club, to his/her successor.

Section 4. The Treasurer shall receive and receipt all moneys paid to the club. He/she shall make a monthly report of the financial standing to the club. He/She shall keep an accurate account for all moneys received and expended. He/She shall pay no bills without proper authorization by the Club or its Officers constituting a business committee. 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. At the end of his/her term, there should be an audit by a committee of three lay members. All checks are to be signed by two of the three signatories on file at the bank.

#### **ARTICLE IV: BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, past President at large and two Board members elected from the membership to attend Board meetings. One Board member shall be elected for a term of two years. The second Board member shall be elected the following year.

Section 2. The Board of Directors shall meet and conduct the general overall plan of club activities.

Section 3. The Board of Directors shall develop an annual budget and submit it to the members for approval each year by the January Business meeting.

Section 4. The Board of Directors shall review all applications for membership in the club. If there is a discrepancy, it shall be referred back to the membership at the next meeting for resolution.

Section 5. The Board shall be empowered to authorize payment of any bill either:

- a. for items to be resold by the Club or
- b. for any item included in the annual budget or
- c. any bill not exceeding \$50.00.
- d. All other bills will be submitted to the membership for approval.

Section 6. Any Article or Section of the By-Laws may be amended by petition to the Board of Directors, accompanied by the signatures of five regular members. Approval of a proposed amendment by a majority of the Board will then bring the proposed amendment to the attention of the Club members at the first regular Club meeting and again at the next regular meeting, where it will be read again. Two-thirds majority, of members present, required to pass. See Article XI, Section 1.

#### **ARTICLE V: FINANCE**

Section 1. The annual dues shall be \$20.00 paid in advance. Dues for new members shall be prorated to the start of the present quarter.

Section 2. Club expenses may be defrayed by dues, donations, auction, or benefit, but not by assessment.



**ARTICLE VI: NOMINATING COMMITTEE**

Section 1. The Nominating Committee shall consist of three members appointed by the President, no later than the regular September Club meeting.

Section 2. It shall be the duty of the Nominating Committee to:

- a. Procure two or more candidates for each office.
- b. Qualify the Nominated members as to membership and willingness to accept nomination.
- c. Receive and tabulate ballots.

Section 3. Nominations will close during the October meeting.

**ARTICLE VII: MEETINGS**

Section 1. Regular stated meetings shall be held on the second Monday of each month and at other times when called by the President, Board of Directors, or by 25 members of the membership.

**ARTICLE VIII: EMERGENCY COORDINATOR**

Section 1. The Emergency Coordinator is appointed by the American Radio Relay League.

Section 2. The Emergency Coordinator's duties are outlined in the Emergency Coordinator's Handbook.

Section 3. The President shall appoint an ARES Coordinator, who may or can be the Emergency Coordinator.

**ARTICLE IX: REPEATER COMMITTEE**

Section 1. A Committee may be formed under the provisions of this Constitution. Such Committee to be for the purpose of obtaining, installing, and maintaining a Club Repeater/s.

Section 2. The Committee shall be appointed by the President, with the concurrence of the Board of Directors. The Committee shall have the responsibility for the maintenance and any modification of the repeater.

**ARTICLE X: PUBLICITY**

Section 1. There shall be an Official Publication maintained by the Nevada County Amateur Radio Club in the form of a newsletter. The Editor and Staff shall be appointed by the President with concurrence of the Board of Directors.

Section 2. The Newsletter shall be mailed to all members in good standing.

Section 3. Financing of the Newsletter shall be from the Club's treasury



**ARTICLE XI: AMENDMENTS**

Section 1. This Constitution may be amended, enlarged, or repealed by a vote of a two-thirds majority of members at any regular meeting, provided a written notice of the proposed change or amendment is furnished to each member at least two weeks prior to such meeting. A majority for the purpose of this article will be a two-thirds majority of members attending a meeting, at which meeting, there are not less than forty members of the Club membership present.

**ARTICLE XII: ELECTIONS**

Section 1. Elections shall be held in November. Results disclosed in December. (See Article VI: Nominating Committee)

Section 2. The new officers shall be installed at the opening of the January meeting.

**ARTICLE XIII - PROPERTY CUSTODIAN**

Section 1. The Club Property Custodian shall be appointed by the President, with concurrence of the Board of Directors.

Section 2. The Custodian shall create and maintain an inventory of all Club Property annually. One copy of the inventory shall be on file with the Secretary. The inventory shall include the full description or I.D. of the item and its location.

**CONCLUSION:**

It is here-by certified that the foregoing Constitution and By-Laws were presented to the members present in Regular Meeting on the 12<sup>th</sup> day of April, 1999. Voted on and passed by two-thirds (2/3) majority of those present.

