

**Constitution
and
Bylaws
of the
South Alabama Radio Club**

Article 1

Name

The name of the organization shall be the South Alabama Radio Club, and for the remainder of this document shall be called the Club.

Article 2

Purpose

We the undersigned, wishing to obtain for ourselves the pleasures and benefits of the association of persons interested in Amateur Radio, constitute ourselves the (South Alabama Radio Club), and enact this constitution and by-laws as our governing law. It shall be our purpose to further exchange information concerning amateur radio, to promote radio knowledge, and to conduct club programs and activities as to advance the general interest and welfare of amateur radio in the community. This document is established to set forth guidelines for the day to day operation of the Club's business.

Article 3

Membership

The requirements for membership in the Club are as defined as follows;

1..Full Membership— Full membership is available to any person holding a valid FCC license in the Amateur Radio Service. Full members are entitled to vote on Club business.

2..Associate Membership— Associate membership is available to any person who has an interest in the Club or who desires to learn more about the Amateur Radio Service. Associate membership may be upgraded to Full membership at any time upon obtaining a valid FCC license in the Amateur Radio Service. Associate members are not allowed to vote on Club business.

3..Family Membership— Family membership is available to any member of a household in which at least one person is a full or associate member of the Club. A household consists of all related persons living in the same dwelling for at least 20 days out of each calendar month. A related person is defined as the spouse of a Club member, or the spouse of a related person. Each family member who holds a valid FCC license in the Amateur Radio Service is entitled to vote on Club business.

Membership in the Club runs coincident with the calendar year and must be renewed in January of each year by payment of the dues appropriate for the type of membership.

Article 4

Dues

Dues are payable in January of each year for that calendar year. Members not paying their dues by January 31st shall be dropped from the active membership role. Anyone who was a dues paying member the prior year must pay full dues for the current year for reinstatement to active status. New member dues shall be calculated as follows; Annual dues amount divided by 12 and multiplied by the number of months remaining in the calendar year. The Executive Committee may waver payment of dues, on an annual basis, for any member who demonstrates a need for the waiver. A copy of the Constitution and Bylaws shall be presented to each new Club member. Upon request a copy of the Constitution and Bylaws shall be made available to any member at the time dues are paid.

Membership dues are as follows;

Full Membership—\$20.00 per calendar year.

Associate Membership—\$10.00 per calendar year.

Family Membership—Any person related to a full member and who holds a valid FCC license in the Amateur Radio Service, \$10.00 per calendar year. Any person related to a full member, but who does not hold a valid FCC license in the Amateur Radio Service, \$5.00 per calendar year. Any person related to an associate member, \$5.00 per calendar year.

Article 5 **Annual Budget**

A special Executive Committee meeting will be called in December of each year. This meeting will include the Executive Committee and the newly elected officers for the coming year. This Committee shall review the past years financial status, the upcoming years financial requirements, and anticipated income. After a review of the above the Committee will prepare a tentative budget for the following year to include expenses, cash flow, and income. The new officers will present the budget and recommend it to the membership for their approval at the January meeting, and the amount of dues to sustain the Club for the coming year.

Article 6 **Meetings**

The time and place of regular business and other meetings will be recommended by the Executive Committee and approved by a majority of those members present at the next regularly scheduled business meeting. A meeting to conduct Club business will be held on a monthly basis, with a minimum of eleven (11) business meetings to be held each year. Monthly or weekly social meetings may be held if requested in writing to the President by at least five (5) voting members of the Club. Executive Committee meetings shall be called by the President. Other committee meetings shall be called by the respective chairperson. An annual meeting of the Club will be held before the end of the year on a date and time designated by the Executive Committee. This annual meeting will normally be held in December to conduct the election of officers and other necessary Club business.

The order of the business meetings shall be;

- 1: Call to order.
- 2: Introduction of members and visitors.
- 3: Report of the officers.
- 4: Communications.
- 5: Committee Reports.
- 6: Unfinished business.
- 7: New business.
- 8: Break.
- 9: Program.
- 10: Adjournment.

The meeting may be modified by the President.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in cases where they are applicable and in which they are not inconsistent with the bylaws and any special rules the Club may adopt.

Notice of the Club meetings will be presented in the Club's publications or by any other suitable means.

Article 7 **Quorum**

At any business meeting of the Club, twenty percent (20%) of the voting membership in the Club shall constitute a quorum for the transaction of business.

At any Club meeting any voting member whose dues are not in arrears shall be entitled to one (1) vote on each question or proposal.

Article 8 **Officers**

The officers of the Club shall be;

President
Vice President
Secretary
Treasurer

Only voting members of the Club are eligible to hold office. In September of each year the Executive Committee will appoint a committee to select the candidates for the upcoming election. The Nominating Committee will be comprised of one member of the Executive Committee and two Club members.

The Nominating Committee shall present its slate of nominees for office in October of each year. Election of officers shall be held at the time of the annual meeting normally in December. Nominations may be made by the floor at the annual meeting. No nomination shall be made without the prior consent of the candidate. A majority of vote of those in attendance is necessary for the election of officers; there must be a quorum. Officers elected will take their office at the next regularly scheduled business meeting. This will normally be in January.

If the President's office becomes vacant the Vice President shall fill the vacant position.

If vacancies in any other office occurs between regular elections, the office may be filled by a vote of those in attendance at the next regularly scheduled business meeting. Nominations with the prior consent of the candidate shall be made from the floor.

The term of office shall be for one year or the unexpired term if the election is to fill a unexpired term. Officers may succeed themselves in office.

Removal from office shall come only after due consideration of the Club. The officer in question shall be notified of the motion and the reason for it within ten days after the meeting at which the motion was made. A letter to the officer in question's last known address constitutes compliance of notification.

After a motion of removal is made, a waiting period of thirty days is required before a vote on the motion, which requires a majority vote of those members of the Club who cast votes; there must be a quorum.

Powers and Duties:

1.. The President of the Club shall preside at all Club meetings; decide questions of order, be chairperson of the Executive Committee; be an ex-officio member of all committees; will cast a vote in the case of a tie vote; and perform such other duties as are required by the office. The President shall present a written report on his or her administration to the Club membership at the annual meeting.

2. The Vice President shall perform the duties of the President in the absence of the latter, and shall be the Chairperson of the Program Committee.

3. The Secretary shall preside at meetings in the absence of the President and Vice President, and shall record the official minutes of both the Executive and Business meetings. The Secretary will be responsible for the authenticity of all votes cast at any business meeting. The Secretary shall maintain the official record of all changes in the Constitution and Bylaws of the Club. The Secretary shall be the official correspondent of the Club and shall at the end of his or her term in office pass on all Club records to his or her successor.

4. The Treasurer shall preside at meetings in the absence of other officers, shall collect, hold, and disburse the funds of the Club as directed by the Executive Committee. Withdrawals from any Club account shall require two (2) authorized signatures determined by the Executive Committee, usually Club officers, for the expenditures over \$300.00 or for non-recurring expenses. At the request of the President, the Treasurer shall make a report of the Club's financial condition to the membership. The Treasurer shall be responsible for filing tax returns as required by law. The Treasurer shall maintain a current list of dues paid members and have it available at each business meeting. The Treasurer, at the expiration of his or her office shall prepare a detailed report and remit the financial records to the successor of the office. He or she shall keep current records, which shall be audited by competent persons, selected by the Executive Committee, prior to the end of each term of office. South Alabama Radio Club records shall be open for inspection by any voting member of the Club at any business meeting.

Article 9 **Committees**

There shall be the following standing committees:

1..Program Committee— The Vice President shall be the Chairperson of the Committee and will be responsible for organizing the program for the monthly business meeting.

2.. Emergency Services Committee— The Chairperson shall be appointed by the President and shall be responsible for coordinating all emergency committee activities.

The Club supports and encourages an active relationship with emergency and disaster relief organizations such as the state and local civil preparedness, Red Cross, Salvation Army, local law enforcement agencies, etc.

All committee chairpersons, other than the elected members of the Executive Committee, shall be appointed annually by the President, with the approval of the majority of the elected officers. Special committees not described in the Bylaws may be appointed by the President as needed.

Each committee shall meet as necessary and report to the membership of their activities. Committee members are expected to accept assignments from their chairperson, to attend meetings and to productively support the Club.

Committee Chairpersons are responsible for delegating and assuring effective action of committee members.

Committee Chairpersons and committee members may be relieved of duties in the same manner as they were appointed.

Article 10 **Amendments**

This Constitution and Bylaws may be amended, with prior notice and publication, by two thirds (2/3) vote of the membership eligible to vote in attendance at any regular or special meeting. All proposed amendments must be submitted in writing and read to the membership by the Secretary at a business meeting. Proposed amendments shall be published in the next edition of the Club's organ and voted on at the next regularly scheduled business meeting after the publication. Should there be no house organ, printed copies will be made available to voting members. All amendments adopted by the Club will be published in the house organ.

Article 11 **Disposal of Assets**

The disposal of assets will be conducted by the officers of the Club, in the event of dissolution. The residual assets of the Club will be turned over to one or more organizations described in section 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or or Federal, State or Local Government for exclusive public purpose.

This Constitution and Bylaws were approved and adopted by voting members of the South Alabama Radio Club on _____

STATE OF ALABAMA}

COVINGTON COUNTY}

I _____, a Notary Public do hereby certify that the above and foregoing is a true and exact copy of the Constitution and Bylaws of the South Alabama Radio Club.

Given under my hand and official seal of office on this ____ day of _____, 19 ____

Notary Public

My commission expires: _____

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