

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 Kachina Amateur Radio Club and enact this Constitution as our governing law. It shall be our purpose to promote radio knowledge, education, and individual operating efficiency, to conduct club programs and activities, to provide emergency communications, to maintain and expand repeater networks and to advance the general interest and welfare of Amateur Radio in the community.

ARTICLE I – **Membership**

All persons interested in amateur radio communications shall be eligible for membership. Membership shall be by application.

ARTICLE II – **Officers**

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

Sec. 2 – The officers and at large members of the board of directors of this club shall be elected at the regular meeting in November for a one-year term by ballot of the membership in attendance, including absentee ballots received prior to the meeting. Absentee ballots will be sent by email to those members requesting them within 5 days after the October meeting.

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

Sec. 4 – Officers may be removed by a three-fourths vote of the full club membership.

Sec. 5 – The elected officers of the club shall serve on the Board of Directors.

ARTICLE III – **Duties of the officers**

Sec. 1- The President or his designee shall preside at all meetings and conduct them according to the by-laws. He/she shall be the chairman of the board of directors during his/her term in office. He/she shall enforce the Constitution and By-Laws, decide all questions of order, sign all official documents adopted by the club, and perform all duties pertaining to his/her office.

Sec. 2- The Vice-President shall assume all duties of the president in his/her absence. In addition, he/she shall organize club activities, events and promote club interest as approved by the club.

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

Sec. 4 – The Treasurer shall receive 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 his/her term he/she shall turn over everything in his/ her possession belonging to the club to his/her successor.

ARTICLE IV – **Board of Directors**

Sec. 1 - The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and three at large members. All members of the Board of Directors must hold an amateur license and must be 18 years of age or older.

Sec. 2 - The Board of Directors shall meet in May and November. Only members of the board of directors may vote at meetings of the Board of Directors. All motions before the Board of Directors must have four (4) votes to pass. All club members may attend the meetings of the board of directors.

Sec. 3 - The Secretary shall notify the club membership at least one (1) week in advance of the meeting of the Board of Directors by radio, phone, email, or by publication on the club's website.

Sec. 4 - A special board meeting may be called by the president OR any two (2) members of the board.

Sec. 5 – The Board of Directors shall:

1. Set the annual dues for club membership.
2. Set the time and location for club meetings.
3. The Treasurer shall pay the following expenses unless the board directs otherwise:
 1. annual fees for repeater site rental
 2. fees for the club mailbox
 3. fees for electric bills associated with the repeater site
 4. fees associated with maintaining the club website
 5. insurance premiums
4. Upon the recommendation and approval by the Board of Directors funds may be expended to repair or replace club equipment that has failed.
5. In addition to the expenditures listed in items 3 and 4, the Board of Directors may additionally expend up to \$500 dollars per month without a majority vote of club members at a regularly scheduled club meeting.
6. All actions taken by the Board of Directors will be reported to the membership of the club at the next regular club meeting.
7. The Board of Directors may appoint a club member as statutory agent for the receipt of process. This appointment will be ongoing until the board decides, otherwise the club President shall serve as the club's statutory agent if no other member is appointed.

ARTICLE V – **Meetings**

The By-Laws shall provide for regular and special meetings. At any meeting, a majority vote of those members in attendance who have an amateur radio license is required for the transaction of business.

ARTICLE VI – **Membership assistance**

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

ARTICLE VII – **Dissolution clause**

In the event that the club dissolves, and after all financial obligations have been satisfied, the remaining assets of the club shall be distributed to another organization that has a similar mission to ours or a charitable organization.

ARTICLE VIII – **Amendments**

This constitution may be amended by a majority vote of those members attending any regular meeting. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next regular meeting if all members have been notified by electronic mail of the intent to amend the constitution and/or By-Laws at said meetings. Notification is accomplished if it is sent to the email address on the current club roster. Notification may also be accomplished by publication on the club website if posted seven days before applicable meeting.

Roberts Rules of Order shall govern proceedings of this club.

By – Laws of the Kachina Amateur Radio Club

1. **SECRETARY.** It shall be the duty of the Secretary to keep the Constitution and By-Laws of the club and have a copy with him/her at every meeting. He/she shall note all amendments, changes, and additions to the Constitution and By-Laws, and shall permit them to be reviewed by members upon request.
2. **MEMBERSHIP.** Full membership is open to all licensed amateurs. Associate membership is open to all other interested persons. Full membership includes all club privileges as well as rights to hold a club office and to vote on all matters before the club. Associate membership includes club privileges and the right to vote for club officers if they hold an amateur radio license.
3. **MEETINGS.** Regular meetings shall be held each month. Special meetings may be called by the President or upon request of any five club members. Notice shall be mailed, emailed, published on the club website, or telephoned to members concerning special meetings and the business to be transacted. During special meetings only such business as designated shall be transacted. Such notice shall be sent by email so that it arrives no later than 24 hours prior to the meeting.
4. **DUES.** Club dues will be due on January 1st each year. Non-payment of dues may result in removal from the club.
5. **SPECIAL COMMITTEES.** Any special committee to be formed shall be appointed by the President.
6. These **By-Laws** may be altered, amended, repealed, or added by an affirmative vote of not less than a majority vote of the members attending a duly constituted meeting.

Adopted July 12th 2022 by the Kachina Amateur Radio Club