

THE LEE DeFOREST AMATEUR RADIO CLUB

CONSTITUTION

(Revised January 20, 2024)

PREAMBLE

We, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in amateur radio, constitute ourselves "The Lee DeForest Amateur Radio Club," and enact this Constitution as our governing law.

ARTICLE I NAME

Section 1.01

The name of this organization shall be "The Lee DeForest Amateur Radio Club," (also referred to as the Club in this document).

ARTICLE II Purpose and Objective

Section 2.01

The purpose of this organization is to promote and encourage amateur activities, including:

- a. Public service, particularly emergencies
- b. Advancement of the radio art
- c. Improvement of the communication and technical aspects of the radio art
- d. Increase the number of trained technicians and licensed radio operators
- e. Enhancement of international good will

ARTICLE III Membership and Dues

Section 3.01

Membership is open to anyone interested in amateur radio. Membership requires that an application be submitted to the Treasurer of the Club and requires concurrent payment of the current year's dues, (see By-Laws).

Section 3.02

New members, upon their acceptance to the Club, shall receive copies of the following:

- a. New Member Handout
- b. Schedule of regular meetings and nets
- c. Area repeater information.

Section 3.03

The Constitution and By-Laws will be available on the Club web site, and at the regular monthly Club meetings. A Roster of Members will be available on the Club web site, under "Members Only," or upon request at Club meetings.

Section 3.04

Disruptive Behavior: Any member who engages in behavior that is deemed disruptive to the mission, objectives, or harmonious functioning of the organization may be subject to disciplinary action. Disruptive behavior includes but is not limited to: repeated violation of club policies, harassment of other members, intentional disruption of club activities, or any action that undermines the positive environment of the organization. The board reserves the right to take appropriate action, including but not limited to suspension or termination of membership, after a fair and thorough review of the situation, with the opportunity for the member to present their perspective. The decision of the board shall be final.

ARTICLE IV

Officers

Section 4.01

The Board of Directors (referred to as Board in this document), shall consist of ten (10) Directors. These Directors will include four (4) Officers: President, Vice President, Secretary and Treasurer, five (5) regularly elected Directors, and the Trustee of the Club's repeater, who shall be the tenth (10th) Director. No Director may hold a leadership position in another ARRL-affiliated amateur radio club.

Section 4.02

The Offices, of President, Vice President, Secretary, Treasurer and the other five (5) Directors shall be voted on and elected by the Club members at the November monthly meeting to serve a term of one year. They shall be installed at the December monthly meeting and shall take office on January 1st of the following year.

Section 4.03

Nothing in the Constitution or By-Laws shall be construed as preventing a Director from serving additional term(s) if elected.

Section 4.04

To become a Director of the Club, a candidate must be a licensed amateur and have been a member in good standing for a period of one year (or less if approved by at least 70% of the Board). Definition of "good standing" is having attended at least six (6) Club meetings in one (1) calendar year, and a person of good character.

ARTICLE V

Duties of the Directors

Section 5.01

The President of the Club shall be the Chairman of the Board, and shall preside over the Board meetings. In his/her absence, the Vice President shall preside.

Section 5.02

The Board shall have general charge of the management, policy, and finances of the Club. They must appropriate such sums as may be deemed advisable for the normal and usual operations of the Club. They shall authorize all expenditures for the operation of the Club, always keeping within the limitations of the budget. They shall maintain a public liability insurance policy with coverage of not less than one million dollars (\$1,000,000.00). A quorum shall be 51% of elected board members. A quorum is required to conduct board business.

Section 5.03

The Board shall select a Nominating Committee composed of three (3) Club members. The Nominating Committee will convene in September and shall compile a slate of potential Officers and Directors and present their report to the Club members at the October monthly Club meeting, to be voted on and elected at the November Club meeting. Nominations from the floor will be accepted at the October meeting, to be voted on at the November meeting.

Section 5.04

The Board shall select a Club member in good standing to act as an Auditor. The Auditor will make an annual audit of the Treasurer's records. The annual audit shall be completed and submitted to the Board by the Board meeting in March of the following year.

Section 5.05

The Board shall oversee and control all aspects of the Club's repeater. The Trustee of the Club's repeater shall be appointed by the Board.

Section 5.06

The Board, by at least an 51% vote of members, may discharge any Director for inappropriate conduct. The Board will fill any vacancy in any elective office within two (2) months of the opening, for the remainder of the term. Should a vacancy occur in the office of the President, the Vice President will automatically become the President.

ARTICLE VI

Duties of the Officers

Section 6.01

The President shall preside over all meetings of the Club, and be ex-officio member of all committees, except the Nominating Committee. He/She shall report to the Club during regular meetings all actions approved by the Board.

Section 6.02

The Vice President shall act in the place of the President when he/she is unable to fulfill any of his/her duties. He/She shall be the chairman of the Program Committee.

Section 6.03

The Secretary shall be responsible for the recording and reading of the minutes of all meetings of the Club, and Board. He/She shall maintain the original and accurate copy of the Constitution and By-Laws, and these documents shall be available at all meetings of the Club and The Board. He/She, when needed, shall handle all correspondence of the Club. He/She shall, in cooperation with the Treasurer, help submit to the Board, for their approval, an annual budget for the Club, no later than the regular Board meeting in February of each year.

Section 6.04

The Treasurer will keep an account of all revenues and expenditures of the Club, issue receipts for revenues and issue reimbursements to members for purchases made on behalf of the Club. He/She shall maintain a Club postal box and shall regularly pick up and distribute the mail. He/She shall prepare monthly financial reports for presentation at regular Club and Board meetings. He/She shall furnish the Board, for their approval, an annual budget of the Club no later than the regular Board meeting in February of each year.

ARTICLE VII

Nominations, Elections and Voting

Section 7.01

No Member shall be eligible for nomination to an office unless they are a member in good standing for a minimum of one (1) year (see Section 4.04 of Article IV), and the member signifies their willingness to serve if elected.

Section 7.02

Voting will occur only at regular Club meetings. Items to be voted upon include election of Board members, Constitution and By-Law amendments, and other matters deemed necessary by the President or the Board. New Board members shall be announced at the annual banquet meeting in December and will serve a term of one (1) calendar year (Jan 1 to Dec 31).

Section 7.03

The transaction of all business matters at a regular Club meeting shall consist of a quorum of Members. In the case of amendments to the Constitution, By-Laws or recall of a board member, at least 51% of the general membership must be present with a majority vote for or against.

Section 7.04

Each licensed member is entitled to one (1) vote.

Section 7.05

Any member who may be ill, out of town, or otherwise unable to vote at a Club meeting, may cast his/her ballot for Board Directors by means of an Absentee Ballot. The member shall contact the Club Secretary for a ballot. The ballot must be returned to the Club Secretary in a sealed envelope, signed across the sealing flap, with the member's signature and mailed to the Clubs postal address or given to a Club officer before November 30. An Absentee Ballot will not be used for voting on changes to the Constitution or By-Laws.

ARTICLE VIII

Meetings

Section 8.01

In order to change either a single regular monthly meeting or to change the schedule for the Club meetings, a quorum of the Board must be present at a board meeting. In that meeting the Board shall have a majority vote to designate which night of the week and the time the Club meeting(s) shall be held, and then inform the membership of the change in the most expedient way.

Section 8.02

Special Meetings: A special meeting of the Club may be called by any Club Member, by a written request to the President of the Club. Such meetings must take place within three (3) weeks of the request. The requestor must submit an agenda to all members at least one week in advance of the special meeting, and no business may be transacted at such special meetings other than that in the agenda for the meeting. The cost of mailing the agenda to Club members must be borne by the requestor(s). At least 51% of the general membership must be present at the meeting for it to be a valid meeting.

Section 8.03

The current edition of Roberts Rules of Order will apply at all meetings of the Club and The Board. https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

ARTICLE IX

Committees

Section 9.01

All Standing Committees shall be designated by the President.

- a. Banquets/Awards: Shall arrange for all events, including an annual banquet meeting in December, during which the new Club Officers and other Directors shall be installed.
- b. Field Day: Shall arrange for the Club's participation in the annual ARRL event known as Field Day.
- c. Refreshments: Shall arrange for refreshments during the break at regular Club meetings. The committee chairperson will submit a written monthly financial report to the Treasurer. All costs to operate the committee shall be covered by donations, except that emergency funding of the committee may be made with the approval of the Board. All accumulated excess funds shall be transferred to the Club general fund.

Section 9.02

Non-standing committees may be designated by the President, at which time their duties and responsibilities shall be explained.

ARTICLE X

Special Assignments

Section 10.1

The President may designate a member to serve in additional positions, to be designated as required.

- a. Historian: Shall keep a history of the Club. He/She shall store and maintain old Club records as directed by the Board.
- b. Club PIO: Shall arrange for proper publicity of the Club and/or its members' activities in the local media.
- c. Club Web Administrator: Shall keep and maintain a Club web site.
- d. Newsletter Editor.
- e. Net Coordinator.
- f. Quartermaster.

ARTICLE XI

Newsletter (Bulletin)

Section 11.01

The Newsletter Editor shall prepare a newsletter on a monthly basis and distribute it to all interested parties.

Section 11.02

- a. The Editor shall be responsible for the preparation and the electronic distribution of the newsletter, unless a member requests it to be mailed via USPS.
- b. The Editor shall encourage Club members to contribute articles which bear on the purposes and objectives of the Club.

ARTICLE XII

Procedures for Amendments

Section 12.01

New amendments to the Constitution will be first approved by at least (70%) seventy percent of all of the Board, before being presented to the general membership for a vote.

Section 12.02

For amendments to the Constitution, at least fifty one (51) percent of the general membership must be present with a majority vote for or against.