

O. A. R. C.

OGDENSBURG AMATEUR RADIO CLUB

**CONSTITUTION
AND
BY-LAWS**

MARCH 24, 1997

**CONSTITUTION
of the
Ogdensburg Amateur Radio Club**

ARTICLE I

NAME

Section 1. The name of this organization shall be the Ogdensburg Amateur Radio Club.

ARTICLE II

OBJECT

Section 1. The object of this Club is to facilitate the exchange of information among members, to promote radio knowledge, fraternalism, and individual operating efficiency, to conduct Club programs and activities so as to maintain preparedness for public service in the community, and to advance the general interest and welfare of Amateur Radio in the community.

ARTICLE III

MEMBERSHIP

Section 1. Any person interested in Amateur Radio shall be eligible for membership. Membership shall be by application and approval in accordance with the By-Laws.

Section 2. A Full Member shall be an Amateur Radio operator who holds a valid Amateur Radio license issued by the Federal Communications Commission or the equivalent government agency in the applicant's home country. Full members shall be accorded all privileges of membership.

Section 3. An Associate Member shall be that person who is not licensed but is genuinely interested in Amateur Radio. *Except for voting on club business*, Associate Members shall be accorded all privileges of membership. *Added - Proposed 4/97*

Section 4. A Life member shall be a Full Member elected to Life status by the majority of the members at a regular or special meeting. A Life Member must have qualified for such membership by providing a great service to the Club or Amateur Radio as a whole. Life Members are exempt from paying dues, *and will have all privileges at membership*. *Added – Proposed 4/97*

Section 5. A Family Member shall be a licensed amateur who resides in the same household as a full member who is and must remain in good standing. A Family Member shall have Full member privileges and is to be granted a reduced membership fee. *Added and Proposed 4/16/97.*

ARTICLE IV

OFFICERS

Section 1. The elected officers of this Club shall be a President, a vice-president, a Secretary, a Treasurer, a Trustee, and an Activities Manager, who shall be elected in accordance with the By-Laws.

Section 2. The offices of Secretary and Treasurer may be held by the same member.

Section 3. The Director shall be the immediate past-President.

Section 4. The President, Vice-President, and Trustee shall be Full Members of the Club.

Section 5. The duties and responsibilities of the officers shall be as specified in the By-Laws.

ARTICLE V

MEETINGS

Section 1. The By-Laws shall provide for regular and special meetings.

ARTICLE VI

AMENDMENTS

Section 1. This Constitution may be amended in accordance with the By-Laws.

Adopted on _____ by two-thirds vote of the members in good standing.

President _____

Secretary _____

Committee Member _____

Committee Member _____

**BY-LAWS
of the
OGDENSBURG AMATEUR RADIO CLUB**

ARTICLE I

PURPOSE

Section 1. The Purpose of the By-Laws is to provide rules, not otherwise covered by the Constitution, for conducting Club business.

ARTICLE II

MEMBERSHIP

Section 1. Written application for membership shall be submitted to the Secretary. Applicants must express willingness to abide by the Constitution, By-Laws and other rules as are adopted by the Club. *Membership in the ARRL is not required, but is encouraged.* A majority of the members present at any meeting shall approve applicants before they are admitted to membership. *Voting members are those full members who are in good standing. Added - Proposed 4/97*

ARTICLE III

DUES

Section 1. The Club, by two-thirds vote of members assembled, may levy upon the general membership such dues or assessments deemed necessary to conduct the business of the Club within its Object as set forth in Article II of the Constitution.

Section 2. Regular dues shall be paid annually at such time as the Club may decide. Only those members whose dues are paid shall be considered to be in good standing.

ARTICLE IV

ELECTIONS and APPOINTMENTS

Section 1. Except as otherwise provided by the Constitution and By-Laws, the President shall appoint officials and committees.

Section 2. The President, Vice-President, Secretary, Treasurer, Trustee, and Activities Manager shall be elected by a majority vote of the members in good standing at the meeting held in November. If there is more than one nominee for an office then the vote shall be by ballot.

Electees shall assume their duties at the following regular or special meeting and shall hold office for one year, unless reelected, or until their successors are elected. *Added - Proposed 4/97*

Section 3. A Nominating Committee shall recommend a slate of prospective officers at the election meeting. **Motions to nominate candidates shall then be made.** A nomination shall be invalid unless the nominee expresses willingness to serve in the office. Nominations need not be seconded.

Section 4. Except in the case of the office of President, an elective office left vacant by resignation, removal or death shall be filled by electing a replacement to serve out the remainder of the term of office. If the office of President is vacated, the Vice-President shall immediately succeed and an election then held to fill the office of Vice-President.

Nominations to elect an officer to fill a vacancy shall be made from the floor and the election held at the meeting at which such vacancy occurs, or the next regular meeting if the vacancy occurs out-of-session. A special meeting may be called to fill a vacancy.

Section 5. *The officers of the club shall constitute an Executive Committee to transact the club's business between meetings if necessary. If the Executive Committee has to take action at such a time, then that action will be reported to the membership at the next meeting.* *Added - Proposed 4/97.*

ARTICLE V

JUDICIAL ACTIONS

Section 1. The Club reserves the right to protect itself from any actions of its members which may prove detrimental to the reputation of the Club or Amateur Radio in general. The Club may act in such cases to remove a member from office, or to suspend or revoke membership.

Section 2. Reports of misconduct shall be referred to a Judicial Committee which shall investigate the allegations. The committee shall interview the offending member and make a recommendation of disposition to the assembly. A two-thirds vote of the members assembled shall be required to suspend or revoke membership or to remove a member from office.

Section 3. An offending member has the right to counsel by any other Club member in good standing.

Section 4. The failure of any officer to attend three consecutive meetings shall be sufficient cause to remove the member from office. However, such instances shall require the action of the Judicial Committee and assembly in accordance with Section 2 of this Article.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. It is the duty of the President to preside at all regular and special meetings and conduct them according to the rules of the Club. The President shall enforce due observance of the Constitution, By-Laws and other rules as are adopted. He/she shall decide all questions of order, sign all official Club documents and perform all other duties which are customarily performed by the President.

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

Section 3. The Secretary shall keep the official copies of the Constitution, By-Laws and Standing Rules and have them at every meeting of the Club and shall note all amendments to those documents thereon, carry on all Club correspondence deemed necessary, read communications at meetings and notify each member of every meeting of the Club.

Section 4. The Treasurer shall receive and receipt for all monies paid to the Club and keep an accurate record of all monies received and expended. At the end of each year, he/she shall submit an itemized statement of receipts and disbursements.

Section 5. The Director shall serve as advisor to the President, and assist in carrying out Club programs.

Section 6. The Trustee shall be responsible for Club station equipment and shall be the licensee of the Club radio station.

Section 7. The Activities Manager shall coordinate projects and activities.

Section 8. At the expiration of their terms of office, Club Officers shall turn over to their successors, all Club property in their possession.

ARTICLE VII

MEETINGS

Section 1. Regular meetings shall be held each month at such place and time as the Club may decide.

Section 2. Special meetings may be called at the discretion of the President or upon written request of *three* members, submitted to the President or Vice-President. Written notice of special meetings shall be sent to all members to inform them of the meeting and the nature of the business to be transacted. Such notices shall be sent so they may be received at least twenty-four hours before the time set for the meeting. Only such business as described in the meeting notice shall be transacted at the meeting. *Changed from "five" to "three" Proposed - 4/97.*

Section 3. At any regular or special meeting, a quorum for the transaction of Club business shall consist of those members present, provided the President or Vice-president presides.

ARTICLE VIII

COMMITTEES

Section 1. A committee is a body of one or more persons appointed by the President to consider, or investigate, or take action regarding certain matters or subjects, or to do all these things.

Section 2. Unless otherwise prohibited, the President is an ex-officio member of any committee.

Section 3. A NOMINATING COMMITTEE shall consist of three (*full*) Members appointed at the meeting preceding the meeting at which elections will be held. The President may not serve on a Nominating Committee. *Deleted "full" Proposed - 4/97.*

Section 4. A JUDICIAL COMMITTEE shall consist of three full Members in good standing and shall investigate allegations of member misconduct in accordance with Article V of the By-Laws.

Section 5. A Technical Advisor may be appointed to serve as a TECHNICAL COMMITTEE of one. The Technical Committee shall advise members in technical matters pertaining to Amateur Radio and assist in the advancement of the Club technical programs. The President may appoint other members to the committee when necessary.

Section 6. An INTERFERENCE COMMITTEE may be appointed to investigate radio interference being caused or experienced by Club members in lawful pursuit of their Amateur activities. The committee shall organize the presentation of technical data and other testimony and may invite properly concerned persons to attend inquiries. The committee shall be chaired by the Technical Advisor unless otherwise directed by the President.

Section 7. A PROGRAM AND ENTERTAINMENT COMMITTEE may be appointed to arrange for appropriate programs at Club meetings.

Section 8. A SPECIAL WORK COMMITTEE may be appointed to direct programs such as Field Day, contests and similar. This committee shall be chaired by the Activities Manager or other person named by the President.

Section 9. An Historian may be appointed to maintain Club records and documents which are no longer required in current business but which may be of interest to the Club in an historical sense. Such records and documents may be made available for consultation by any member in good standing provided sufficient advance notice is given.

Section 10. An AUDIT COMMITTEE of two or more persons shall be appointed to audit the Club's financial records at the end of each Club year and when a new Treasurer is elected to fill a vacancy. *Delete "Auditing" and replace with "Audit" Proposed - 4/97.*

ARTICLE IX

STANDING RULES

Section 1. To further govern proceedings, the Club may, from time-to-time, adopt rules which are not otherwise covered by the Constitution and By-Laws. Such rules may be adopted, amended, or repealed by a two-thirds vote of the members at any meeting.

Section 2. In the absence of other established rules, Robert's Rules of Order shall govern proceedings.

ARTICLE X

AMENDMENTS

Section 1. The Constitution or By-Laws may be amended by two-thirds of the ballots cast. Proposals for amendments shall be submitted at regular meetings. They may not be voted on until the next regular meeting or special meeting called for the purpose. Before amendments may be voted on, all members in good standing must be notified, in writing, of the intent to amend the Constitution or By-Laws at a specified meeting.

Section 2. All members in good standing shall receive a copy of the proposed amendments and be permitted to vote by mail.

Adopted on _____ by two-thirds vote of the members in good standing.

President _____

Secretary _____

Committee Member _____

Committee Member _____