

**CONSTITUTION
of the
Totah Amateur Radio Club
March 8, 2001**

We the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, do hereby constitute ourselves the **Totah** Amateur Radio Club and do hereby enact this constitution as our governing law. It shall be our purpose to facilitate the exchange of information and general cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to conduct club programs and activities which advance the general interest and welfare of amateur radio in the general community.

ARTICLE 1

MEMBERSHIP

All persons with an interest in amateur radio shall be eligible for membership.

Sec. 1 - Types of Membership.

1.) Regular Member.

A regular member shall pay the full assessed dues, and enjoy the full benefit of club membership. Voting members shall be defined as regular members in good standing.

2.) Honorary Member.

An honorary member will enjoy the full benefit of club membership with the exception of voting privilege. An honorary member may become a voting member at any time by paying the full assessed dues. Any member in good standing can nominate a person to be an honorary member.

3.) Member in Good Standing.

A member in good standing is defined as a member who is not under suspension by the club, and is current in the payment of their dues.

Sec. 2- Election of Members.

Applications for membership shall be submitted at a regular meeting in writing and each applicant must agree to abide by the Constitution and By-Laws and such rules as shall be established by the club. A majority vote of the members present at the next regular meeting will elect an applicant to membership.

Sec. 3 - Termination of Membership.

A member may be suspended or removed with cause by vote of a majority of the special quorum. A member may be removed with cause only after a motion is made for removal at one regular meeting and tabled for action at the next regular meeting, thereby allowing opportunity to be heard before a vote is taken.

ARTICLE II

OFFICERS

Sec. 1 - Club Officers and Trustees.

The club shall elect a President, a Vice-President, a Secretary, a Treasurer, an Activities Manager, and three Trustees. The Officers and Trustees will carry out the duties established by the By-Laws. Officers and trustees must be licensed amateur radio operators and regular members in good standing. The Officers and Trustees shall comprise the Board of Directors.

Sec. 2 - Elections and Terms of the Officers.

All officers of this club, except the Trustees, shall be elected for a term of one year at the regular meeting during the month of December. Club Trustees shall serve a term of three years, one Trustee being elected annually at the regular elections.

Sec. 3 - Removal of Officers.

An officer may be suspended or removed with cause by vote of three-fourths majority of the special quorum, or by failing to remain a member in good standing. An officer may be removed with cause only after a motion is made for removal at one regular meeting and tabled for action at the next regular meeting, thereby allowing opportunity to be heard before a vote is taken.

Sec. 4 - Filling Vacancies.

Vacancies occurring between elections must be filled by special ballot at the next regularly scheduled meeting.

ARTICLE III

MEETINGS

Sec. 1 - Regular Meetings.

The By-Laws shall provide a schedule for regular meetings for conducting club business.

Sec. 2 - Special Meetings.

Special Meetings may be called by the President upon written request of any five members of the club. The club secretary shall contact all members informing them of the special meeting and the business to be transacted. at least 24 hours in advance of the meeting. Only business designated for a special meeting shall be transacted at that special meeting.

ARTICLE IV

COMMITTEES

The President may appoint or solicit membership for committees to advise the club. Committees shall report to the general membership at regular meetings on issues of concern, and make recommendations or motions to be considered by the voting members. The President shall appoint the Chairperson for each committee.

Sec. 1 - Standing Committees.

Standing committees shall be appointed for issues which are continuous in nature. Duties and area of interest of standing committees shall be listed in the By-Laws.

Sec. 2 - Special Committees.

Special committees shall be appointed on an Ad-Hoc basis to review and make recommendations on issues as required.

ARTICLE V

DUES

The Totah Amateur Radio Club, by majority vote, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization within the objectives set forth in the preamble of this document. Dues are payable at the first meeting of the year. Non-payment of dues or assessments shall be cause for expulsion from the club in accordance with established procedures.

ARTICLE VI

CONDUCT OF MEETINGS

Sec. 1- Proceedings.

Roberts Rules of Order shall govern proceedings at club meetings.

Sec. 2 - Quorum.

The voting members present shall constitute a quorum.

Sec. 3 - Special Quorum.

The quorum requirements for action for the following business matters shall be fifty percent of the voting members, who may attend by proxy ("The Special Quorum"):

- a. Removal or suspension of Officers;
- b. Removal or suspension of Members;
- c. Amendment of this constitution;
- d. Amendment of the By-Laws.

ARTICLE VII

AMENDMENTS

This constitution may be amended by a two-thirds majority of the special quorum. Proposals for amendments shall be submitted in writing at a regular meeting, and will be voted on at the next regular meeting. Recommended changes will be published by the Secretary in the club newsletter, or by a general mailing to all members, at least one week before the voting meeting.

ARTICLE VIII

DISSOLUTION

Upon dissolution of the organization, the Board of Directors shall, after making provisions for payment of all the liabilities of the organization, dispose of all the remaining assets of the club to an organization under '501 (c)3 of the Internal Revenue Code of 1954, (or any amendments thereof).

Totah Amateur Web Page TotahARC.org

Club information, calendar of events, nets, repeater lists & general information

**By-Laws of the
Totah Amateur Radio Club
March 8, 2001**

SECTION 1. GENERAL OPERATION OF THE CLUB.

- a) Personal Liability. The Officers, Trustees, and members of the club shall not be personally liable for any debt, liability or obligation of the club. All persons, corporations or other entities extending credit to, contracting with, or have any claim against the club, may look only to the funds and property of the club for the payment of any such contract or claim, or for the payment of debt, damages, judgment, or decree, or of any money that may otherwise become due or payable to them from the club.
- b) Fiscal Year. The fiscal year of the club shall be from January First until December Thirty-first.
- c) Dues. Yearly dues will be established at the regular December Meeting. Except by vote of membership, donations will not be considered in lieu of dues.
- d) Meetings. Regular meetings will be held the second Thursday of the months of January, February, March, April, May, June, August, October, November and December. Meetings will be held at the CAP building at the Farmington Airport, at 7:30pm, unless changed by a vote of the membership.
- e) Club Activities. All activities using club equipment and facilities shall be approved by the club, and governed by club rules.
- f) Representation. No club member shall represent him/her self as an official representative of the club without prior approval of the President. No club member shall make commitments of club resources (personnel, money, or equipment) without club approval.
- g) Non-business Use. Club facilities and activities should not be used with the intent of furthering business interests or personal gain.

SECTION 2. DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors (The "Board") shall be responsible for managing the affairs of the club, making recommendations to the membership, reviewing committee activity and recommendations, and approving actions to be performed on behalf of the club in lieu of a membership vote in accordance with the paragraph that follows.

- a) The Board may approve expenditures on behalf of the club, so long as the amount of an individual expenditure does not exceed \$100.00, and the total amount approved by the board between regular meetings does not exceed \$250.00. The Board may authorize club members to make commitments of club resources, provided that such commitment does not require the expenditure of more than \$50.00 of club funds, would not require more than five club members, or obligate the use of club personnel or equipment for more than three days.
- b) A two-thirds vote of quorum at a regular or special meeting may overturn any board action approved by this section which remains to be completed or

fulfilled, and which is not a legally binding commitment regarding the approved action.

SECTION 3. DUTIES OF THE OFFICERS

All officers shall carry out their responsibilities and conduct club business in accordance with the Constitution, By-Laws, and other resolutions properly adopted by this club. At the end of their elected terms, officers shall turn over any club property in their possession, including keys, to their properly elected successors. The membership may direct that the duties of the Vice President and Activities Manager, and those of Secretary and Treasurer be combined when elections are held.

- a) President. The President shall preside at all meetings of this club. The President shall decide all questions of order; sign all official documents that are adopted by the club, and perform all customary duties pertaining to the Office of President.
- b) Vice-President. The Vice-President shall assume all duties of the President in the absence of the President.
- c) Secretary. The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, maintain and submit applications for membership, carry on all correspondence, read communications at each meeting, and notify each member of special meetings and their agendas. The Secretary shall maintain a current copy of the Constitution and By-laws, including all properly executed amendments, and make them available for reference during meetings.
- d) Treasurer. The Treasurer shall receive all monies paid to the club, issue receipts as requested, and keep an accurate account of these monies. The Treasurer shall pay no bills without proper authorization by the club, and shall report the club financial status at each regular meeting. The Treasurer will shall provide a written annual report at the regular December meeting.
- e) Activities Manager. The Activities Manager shall organize club activities, and plan and recommend contests to advance the general club interests. The Activities manager shall keep informed of the equipment, normal operating frequencies and hours, and types of operation of the club membership in order to facilitate emergency organization and to help in planning activities. The Activities Manager shall encourage new stations to report activities to the club, and may request assistants to aid in specific activities.
- f) Trustees. Trustees shall serve to provide continuity to the leadership of the club. They will provide guidance to the officers of the club, and advise in the activities and transactions of the club. They shall provide an annual audit of the club's financial records, and will review the Constitution and Bylaws annually.

SECTION 4. STANDING COMMITTEES.

Standing committees chairpersons and members will shall be appointed by the President. Committees will meet as directed by the chairperson or the President. Committees are not authorized to spend money in carrying out their duties without prior club approval.

- a) Technical Committee. The President shall appoint a three member Technical Committee. The purpose of the Technical Committee is to make recommendations on technical decisions about the club's radio equipment, test

equipment, and associated equipment, and to maintain and repair club equipment to maintain proper operation. The Technical Committee will account for and inventory club property in accordance with these By-Laws.

- b) Interference (QRM) Committee. The President shall appoint a five member QRM committee. The QRM committee will recommend operating rules and procedures to minimize interference among member's stations; provide technical advice in frequency use, signal clarity, and good operating practice; and provide assistance in locating and remedying interference between other radio services and a member's amateur radio station.

SECTION 5. AD HOC COMMITTEES.

Ad-Hoc committees and their chairpersons will be appointed by the President. The President will assign a specific task for the committee, and work with the appointed chairperson to determine a reasonable term for the committee to fulfill its purpose. Each Ad-Hoc committee chairperson will give a brief summary of progress at every regular meeting.

SECTION 6. CLUB PROPERTY AND EQUIPMENT.

- a) Inventory. The Technical Committee will maintain an inventory of all equipment, its description (including serial numbers and other identifying marks), operating condition, location, and disposition. Each piece of equipment will be identified as being owned by the club or loaned to the club.
- b) Loaned Equipment. Equipment loaned to the club will be returned to the owner upon request. Unless otherwise stated as a condition of loan, the club and its members will be responsible only for operating the loaned equipment in a proper and safe manner.
- c) Donated Equipment. Donated equipment is equipment or parts given to the club for which there is nothing expected in return.
- d) Purchased Equipment. Equipment bought by the club for use by the club, and approved at a club meeting.
- e) Receipts for Equipment. The chairperson of the technical committee shall provide to the benefactor a receipt for each piece of loaned or donated equipment, clearly noting the LOANED or DONATED status.
- f) Equipment Reporting. The Technical committee shall report to the membership at the next regular meeting each piece of equipment as it is acquired, and gain club approval before disposing of equipment on the inventory.
- g) Use of Club Equipment. Any member in good standing is authorized to use club equipment, in accordance with FCC Rules, good operating practice, and any SOP for club equipment which may be established.

SECTION 7. AMENDMENT OF BY-LAWS.

These By-Laws may be amended at a regular meeting by a two-thirds majority of a special quorum.