

**MAPLE VALLEY AMATEUR RADIO CLUB
CONSTITUTION & BYLAWS**

CONSTITUTION

ARTICLE I - NAME

Section 1: This organization shall be known as the Maple Valley amateur Radio Club, hereinafter referred to as the MVARC.

ARTICLE II - Purpose

Section 1: The purpose of the MVARC is to promote interest in amateur radio by:

- A. Bringing together an association of persons commonly interested in Amateur Radio to exchange information, enhance radio knowledge, encourage cooperation, fraternalism and individual operating proficiency.
- B. Conducting public programs, activities, and demonstrations alone and in cooperation with other organizations to advance the general interest and welfare of Amateur Radio in the community, and to assist the community with public service communications activities when requested to do so.
- C. Providing the resources for MVARC members to advance within the hobby through education and practice in order to enlarge the pool of licensed amateur radio operators who are capable of setting up and maintaining radio communications during periods of emergencies and disasters, when requested to do so.
- D. Providing training in radio communications theory and radio operating procedures to members of the community to prepare them to pass amateur radio licensing examinations.
- E. Encouraging members to experiment with new communication techniques, including by not limited to radio equipment and antenna design.
- F. Promoting the highest standards of practice and ethics in the conduct of amateur radio communications.

Section 2: MVARC will be affiliated with the American Radio Relay League (ARRL) headquartered in Newington, CT as long as eligibility for this relationship is met by the club, and will communicate with them as necessary to maintain this relationship.

ARTICLE III - The Annual Meeting

Section 1: The April meeting shall be designated as the Annual Meeting.

ARTICLE IV - Membership

Section 1: All persons interested in Amateur Radio communication, whether or not they are licensed, shall be considered for membership as provided in the By-Laws.

Section 2: Throughout this Constitution and By-Laws, reference to the masculine gender is meant to include both males and females.

ARTICLE V - Officers

Section 1: The officers of this club shall be: President, Vice-President, Secretary and Treasurer. Officers of the MVARC must hold a valid Amateur Radio License. Their duties will be as specified in Article VI.

Section 2: The officers of this club shall be elected for a term of one year, commencing on May 1, each year. They will be elected by a majority of the members who are present, provided there be a quorum, at the Annual Meeting. In the event that a nominee has not received a majority of the votes cast, there will be an immediate runoff between the two (2) nominees receiving the highest vote count for the office. If for any reason the election is not held at the annual meeting, then it will be held at the next meeting where a quorum is present, and the terms of the present officers shall be extended until that meeting. In this case newly elected officers shall serve from their election date to the following April 30, or when the next election is held whichever is later.

Section 3: Vacancies occurring between elections will be filled by a special election held at the first regular meeting where a quorum is present following the withdrawal or resignation of the officer. In the event that a nominee has not received a majority of the votes cast, there will be an immediate runoff between the two (2) nominees receiving the highest vote count. The elected officer's term of office shall commence immediately or on the day following the effective date of the resignation, whichever is later, and terminate as described in Section 2 above.

Section 4: Officers may be removed from office for cause, by at least a two-thirds vote of the members present or represented by absentee ballot at any regular meeting, provided there be a quorum.

ARTICLE VI – Duties of Officers

Section 1: The President shall:

- A. Preside at all meetings of the club, and conduct them according to the rules adopted. He shall enforce due observance of this Constitution and By-Laws; decide all questions of order; perform or delegate all other duties necessary to keep the club functioning and satisfy this Constitution and By-Laws. At the expiration of his term of office he shall promptly turn over to his successor, all items in his possession belonging to the club.
- B. Call extra business or special meetings, appoint committees not otherwise provided for, and fill committee vacancies as required to properly conduct club business.

Section 2: The Vice President shall assume all the duties of the President in his absence. In addition he shall organize club activities, advance club interest and activity as approved by the membership. He shall provide a program for each meeting under the President's direction. At the expiration of his term of office he shall promptly turn over to his successor, all items in his possession belonging to the club.

Section 3: The Secretary shall keep a record of the proceeding of all meetings, carry on all correspondence, read communications at each meeting, and provide a copy of meeting minutes in a timely manner for publication in the club newsletter. Except for financial records, the Secretary shall keep all club records in his possession, including the master copy of this Constitution and By-Laws. He shall be responsible for promptly updating this Constitution and By-Laws when amended, and provide copies when requested. The Secretary shall keep one copy of each issue of the official club newsletter. At the expiration of his term of office he shall promptly turn over to his successor, all items in his possession belonging to the club.

Section 4: The Treasurer shall receive and record all monies paid to the club; keep a current roster of members in good standing; keep an accurate account of all monies received and expended. He shall present a current financial report to the membership at each monthly meeting. He shall pay bills as directed by the Board of Directors. At the expiration of his term of office he shall promptly turn over to his successor, all items in his possession belonging to the club.

ARTICLE VII – Board of Directors

Section 1: The Board of Directors shall be composed of the current officers of the club and the immediate past-president. They will meet as necessary to conduct the business of the club, and be authorized to approve expenditures not greater than \$75.00 for any single item without approval of the membership, for club projects. Minutes of these meetings shall be kept by the Secretary, or in his absence, by another member appointed by the President. Minutes shall be retained by the Secretary and made available to members upon request.

Section 2: The Board of Directors shall be responsible for developing, keeping current and implementing the long-range plan for the MVARC.

Section 3: The Board of Directors, after dues for the new year are determined, will establish a prorated dues schedule for new members who are approved for membership during the year.

Section 4: The Board of Directors shall prepare and maintain a working document describing in more detail the day-to-day duties of the officers and volunteer positions that are consistent with this Constitution. The Board at its option shall from time to time make corrections, updates, additions, and deletions to the working document to ensure the smooth operation of the club.

ARTICLE VIII – Dues

Section 1: Dues paid by members will not be refunded for any reason, except to correct errors made in payment or collection of same.

Section 2: Prior to the Annual Meeting, the Board of Directors shall review the club's financial situation, with regard to the amount of dues to be paid by each member the following year. If dues will remain unchanged, no further action is necessary. Changes in annual dues require a majority vote of the members present and those represented by absentee ballot at the Annual Meeting, provided a quorum be represented in person and by absentee ballot. If it is decided that dues should be changed, the Board of Directors will recommend to the membership what the new level should be, which is non-binding on the members. All members must be notified in writing prior to the Annual Meeting that a vote to change the annual dues will be taken. Placing the information in a prominent location in the issue of the official club newsletter, which will be received by the members prior to the meeting, will be considered proper notification. If a quorum is not represented at the Annual Meeting, or for any other reason the vote does not take place, it will be completed at the next meeting where a quorum is represented.

Section 3: No assessments can be levied on members of the club, however, any voluntary donations, made by members or non-members will be gratefully

accepted. These donations can be made to the general fund or given for a specific purpose. The Board of Directors, or any member can, if they wish, ask for a vote of the membership to decide whether to accept or reject the donation. Such a vote will be decided by a majority of the members present at the meeting, provided a quorum is present.

ARTICLE IX – By-Laws

Section 1: The internal operation of the MVARC shall be set forth in this Constitution and By-Laws.

ARTICLE X – Amendments

Section 1: This Constitution may be amended by a two-thirds vote (rounded up to the next higher number) of the members present or represented by absentee ballot at any meeting where a quorum is present provided that the proposed amendment has been provided to all members in writing not less than 1 day before the meeting at which time the vote will be take place. Publishing the proposed amendment, with any “pro” and/or “con” statements by members, in a prominent location in the issue of the official club newsletter, which will be received prior to the meeting at which the vote is to take place, will be considered proper notification.

Section 2: The By-Laws may be amended by a majority vote of the members present or represented by absentee ballot at any meeting where a quorum is present provided that the proposed amendment has been provided to all members in writing not less than 1 day before the meeting at which time the vote will be take place. Publishing the proposed amendment, with any “pro” and/or “con” statements by members, in a prominent location in the issue of the official club newsletter, which will be received prior to the meeting at which the vote is to take place, will be considered proper notification.

ARTICLE XI – Rules of Order

Section 1: Robert’s Rules shall govern all proceedings except in any instance where this Constitution and/or By-Laws contradicts them. In that case, this Constitution and By-Laws will prevail.

MAPLE VALLEY AMATEUR RADIO CLUB CONSTITUTION & BYLAWS

BY-LAWS

ARTICLE I – Fiscal Year

Section 1: The fiscal year shall be May1 through April 30.

ARTICLE II – Membership

Section 1: Membership in the MVARC shall be open to any person without regard to race, age, sex, religion, national origin, or disability, whether or not they hold a valid amateur license.

Section 2: Membership shall be granted upon approval of the Board of Directors after receipt by the Secretary of an application for membership with payment of dues in the amount prorated to the next April 30.

Section 3: Additional members of the same household may become members as described in Section 2 above except that while the principle member maintains membership and dues payment in full, additional members from the same household may pay dues at the rate of 50% of the regular annual dues rounded to the next higher dollar. In this case, since both people reside in the same household, only one copy of the club newsletter will be mailed to the address. This will be deemed notification of club business to all members residing in the household. All members who pay full annual dues will receive their own copy of the official club newsletter, whether or not they reside in the same household, unless they request other arrangements that are approved by the Board of Directors.

Section 4: Individuals under the age of eighteen (18) are encouraged to become members. Dues will be 50% of the full annual dues, rounded up to the next whole dollar until the member exceeds the age of 18 on May 1, when annual dues are to be paid. The discounted dues shall include each issue of the club newsletter unless he resides in the household of another member.

Section 5: Disability

- A. A member who is permanently disabled and by reason of his disability cannot attend meetings regularly, may request to be placed on disability status, which will allow him to participate in club business by absentee ballot, under certain conditions, if he wishes to do so.
- B. A member who becomes temporarily disabled for more than one month or permanently disabled, and by reason of his disability cannot attend meetings regularly, may request to be placed on disability status, which will allow him to

participate in club business by absentee ballot, under certain conditions, if he wishes to do so.

- C. Application for disability status by any member must be made in writing to the Board of Directors, describing the disability and the length of time the disability is expected to exist. Disability status must be approved by the Board of Directors for a specified period of time.

Section 6: Membership may be terminated at the discretion of the Board of Directors for any of the following reasons:

- A. Non-payment of dues sixty (60) days after the due date, May 1.
- B. Written resignation by the member.
- C. For cause, upon recommendation of the Board of Directors and a vote of at least two-thirds of the members present at the meeting following publication in the club newsletter. Members terminated in this manner, shall be notified promptly in writing by the club Secretary.

ARTICLE III – Meetings

Section 1: Regular meetings shall be held on the fourth Saturday of each calendar month, with the exception of July, August, November and December. The July and August meetings may be combined into a single meeting and the annual club picnic. The November and December meetings may be combined into a single meeting in early December. Meeting locations and times will be published in the official club newsletter.

Section 2: The President may call special meetings at any time.

Section 3: A quorum at any meeting shall be deemed present when not less than 33% of the membership (if not a whole number, then rounded up to the next higher whole number) or 15 members whichever is less, are represented in person or by absentee ballot. Only members present or represented by absentee ballot may be counted in determining whether a quorum is present.

ARTICLE IV – Voting Requirements

Section 1: All members shall be eligible to cast one vote each on regular MVARC business matters including election of officers.

Section 2: A member as referred to anywhere in this Constitution and these By-Laws shall be defined as an individual who has been accepted for membership whose dues are paid in full through the following April 30.

Section 3: Absentee ballot votes will not be accepted from any member, except from members who are carried on the club roster as disabled and for reasons of their disability are unable to attend meetings. Absentee ballot votes will only be accepted on matters of dues, amendments to this Constitution and By-Laws, and elections of club officers. Absentee ballot votes will be voted as shown on the absentee ballot and will be counted as a person present for purposes of determining whether a quorum is present at any meeting.

Section 4: An absentee ballot shall be defined as a letter or other correspondence indicating a member's vote and carrying his signature. Absentee ballots are to be sent to the club Secretary and must be received prior to the matter being voted by the general membership. The envelope must be clearly marked "ABSENTEE BALLOT".

ARTICLE V – Official Newsletter

Section 1: The *Maple Valley Hamlink* is the official MVARC publication for notification to members of news, business and events within the club.

ARTICLE VI - Standing Committees

Section 1: Newsletter Committee

This committee shall be responsible for the monthly publication of the official newsletter, *Maple Valley Hamlink*. Members of this committee will be appointed, with their consent, by the President.

Section 2: Technical Committee

This committee shall be responsible, to the best of their ability, for assisting other members, and the members' request, with technical problems regarding their amateur radio related equipment. Members of this committee shall be appointed, with their consent, by the President.

ARTICLE VII – Callsign Trustee

Section 1: The callsign trustee shall be appointed by the President and shall be the holder of an Amateur Extra Class license. He shall be the trustee of the MVARC amateur radio license and callsign, and as such, keep and maintain in good order the original copy of the MVARC license and callsign notice received from the Federal Communications Commission, providing copies when requested to do so. He shall communicate as required with the Federal Communications Commission to keep the license current and, with the approval of the Board of Directors, shall conduct whatever other business is necessary regarding the club callsign. He will serve in this capacity until another trustee is appointed and will promptly turn over to his successor all club records in his possession.