

***ST. CLAIR AMATEUR RADIO CLUB, INC.***

AFFILIATED WITH ARRL  
CLUB STATION CALL K9GXU  
ARRL OFFICIAL BULLETIN STATIONS  
CLUB REPEATERS K9GXU

NOVEMBER 2009

**CONSTITUTION  
OF  
THE ST. CLAIR AMATEUR RADIO CLUB, INC.**

**PREAMBLE**

THE PURPOSE OF THIS CLUB IS TO PROMOTE THE GENERAL WELFARE OF AMATEUR RADIO, TO COMBINE THE INTEREST OF RADIO AMATEURS AND PROSPECTIVE RADIO AMATEURS WITH OTHER AMATEURS AND TO COORDINATE THE FACILITIES OF THIS CLUB AND its MEMBERS TO PROVIDE A MEANS OF COMMUNICATION DURING ANY EMERGENCY IN THE SURROUNDING TERRITORY.

**CONSTITUTION**

**SECTION I: NAME, LOCATION, AND MEMBERSHIP**

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- (A) THIS ORGANIZATION SHALL BE KNOWN AS "THE ST. CLAIR AMATEUR RADIO CLUB, INC." WITH HEADQUARTERS LOCATED IN ST. CLAIR COUNTY ILLINOIS.
  - (B) LICENSED RADIO AMATEURS WILL BE FULL MEMBERS OF THE CLUB EITHER BY FULL OR FAMILY MEMBERSHIP
  - (C) ANY UNLICENSED PERSON EXHIBITING A GENUINE INTEREST IN AMATEUR RADIO MAY BECOME AN ASSOCIATE MEMBER, EXCEPT THE RIGHT TO VOTE AND THE RIGHT TO HOLD OFFICE.
  - (D) INDIVIDUALS OR ORGANIZATIONS THAT PROVIDE OUTSTANDING SUPPORT TO THE CLUB MAY BE CONSIDERED ON AN ANNUAL BASIS AS AN HONORARY MEMBER.
  - (E) LIFE MEMBERSHIP IS AVAILABLE WITH THE LUMP SUM PAYMENT OF 20 TIMES THE ANNUAL FULL OR FAMILY MEMBERSHIP FEE AS APPLICABLE.
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## **SECTION II: OFFICERS**

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- (A) THE GOVERNING BODY OF THIS ORGANIZATINO SHALL CONSIST OF PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, SERGEANT AT ARMS, AND ACTIVITIES MANAGER.
- (B) THE ELECTED OFFICERS SHALL CONSTITUTE THE EXECURTIVE BOARD.

## **SECTION III: SELETION AND TERM OF OFFICERS**

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- (A) NOMINATION OF OFFICERS SHALL TAKE PLACE DURING THE FIRST REGULAR MEETING IN JANUARY. ELECTION OF THE OFFICERS SHALL TAKE PLACE DURING THE FIRST REGULAR MEETING IN FEBRUARY.
- (B) ALL OFFICERS OF THIS CLUB SHALL HAVE BEEN A MEMBER IN CONTINUOUS GOOD STANDING FOR A PERIOD OF SIX (6) MONTHS PRIOR TO ELECTIONS.
- (C) ALL OFFICERS SHALL BE ELECTED BY SECRET WRITTEN BALLOT OF THE MEMBERSHIP.
- (D) IF AN OFFICE BECOMES VACANT BY REASON OF RESIGNATION OR OTHER SPECIFIC CAUSE, THE VACANT OFFICE WILL BE FILLED BY NOMINATION AND ELECTOIN BY SECRET WRITTEN BALLOT AT THE NEXT REGULAR MEETING OF THE CLUB IMMEDIATELY FOLLOWING THE CREATION OF THE VACANCY, EXCEPT FOR THE OFFICE OF PRESIDENT. IF THE PRESIDENCY BE VACATED, THE VICE-PRESIDENT SHALL AUTOMATICALLY SUCCEED THERETO, AND A NEW VICE-PRESIDENT BE ELECTED.
- (E) THE OFFICE OF PRESIDENT WILL NOT BE FILLED BY THE SAME PERSON FOR MORE THAN TWO CONSECUTIVE ANNUAL TERMS.

**SECTION IV: DUTIES OF OFFICERS**

- (A) PRESIDENT: IT SHALL BE THE DUTY OF THE PRESIDENT TO BE THE OFFICIAL HEAD AND CHIEF EXECUTIVE OFFICER OF THE CLUB AND HE SHALL BE IN DIRECT CHARGE OF THE CLUB, MAINTAIN THE ORDER OF BUSINESS PRESCRIBED AND SHALL APPOINT ALL NECESSARY COMMITTEES.
- (B) VICE-PRESIDENT: IT SHALL VE THE DUTY OF THE VICE PRESIDENT TO PRESIDE AT ALL MEETINGS AT WHICH THE P RESIDENT IS NOT PRESENT. HE IS THE EDITOR OF THE NEWSPAPER.
- (C) SECRETARY; IT SHALL BE THE DUTY OF THE SECRETARY TO KEEP ALL RECORDS, INCLUDING MINUTES OF MEETINGS AND ISSUANCE OF SPECIAL NOTICES AND ANY OTHER CORRESPONDENCE PERTAINING TO CLUB MATTERS.
- (D) TREASURER: IT SHALL BE THE DUTY OF THE TREASURER TO KEEP A PROPER RECORD OF ALL MONEY AND PAYMENT OF BILLS. ALL RECORDS ARE TO BE KEPT IN SUCH MANNER AS TO BE EASILY AUDITED AT THE END OF THE FISCAL YEAR. FINANCIAL STATEMENTS ARE TO BE MADE AT THE END OF THE FISCAL YEAR.
- (E) SERGEANT AT ARMS: IT SHALL BE THE DUTY OF THE SERGEANT AT ARMS TO MAINTAIN ORDER AT ALL MEETINGS AND TO PERFORM ANY OTHER DUTIES THAT MAY BE ASSIGNED BY THE EXECUTIVE BOARD INCLUDING SUPERVISION OF THE CLEAN UP COMMITTEE.
- (F) ACTIVITIES MANAGER: IT SHALL BE THE DUTY OF THE ACTIVITIES MANAGER TO ADVISE AND ASSIST ALL COMMITTEES APPOINTED FOR THE PURPOSE OF CONDUCTING SPECIAL ACTIVITIES AND SHALL ADVISE THE CLUB AND ASSIST IN COORDINATING ALL ACTIVITIES OTHER THAN REGULAR CLUB BUISNESS.

- (G) MISCONDUCT IN OFFICE: ANY OFFICER OR OFFICERS WHO IN THE DISCHARGING OF DUTIES (OTHER THAN THOSE WHICH FALL IN THE NORMAL ORDER OF BUSINESS, SUCH AS IN THE CASE OF EMERGENCIES AT WHICH TIME THROUGH POWERS OF THE EXECUTIVE, HE, SHE, OR THEY HAVING FULL DISPOSAL OF THE CLUB'S GOODWILL), USES HIS, HER, OR THEIR AUTHORITY TO JEOPARDIZE THE CLUB, SHALL BE CALLED BEFORE THE CLUB MEMBERS TO FURNISH SUFFICIENT EXPLANATION AS TO THE ACTION WHICH THEY HAVE TAKEN. IF THEIR EXPLANATION IS NOT SATISFACTORY TO THE MAJORITY OF THE CLUB MEMBERS, HE, SHE, OR THEY MAY BE REMOVED FOR SUCH ACTION BY A PLURALITY VOTE OF THE MEMBERS PRESENT.

#### SECTION V: DUTIES OF EXECUTIVE BOARD

IT SHALL BE THE DUTY OF THE EXECUTIVE BOARD TO TAKE CARE OF ANY EMERGENCY WHICH MAY ARISE BETWEEN REGULAR MEETINGS OF THE ORGANIZATION AND ANY OTHER MATTERS WHICH MAY BE PLACED IN THEIR HANDS FOR DISPOSAL. THEY SHALL AUDIT THE ACCOUNTS OF THE TREASURER PRIOR TO THE INSTALLATION OF THE SUCCESSOR.

THE EXECUTIVE BOARD SHALL MEET AT THE BEGINNING OF THE NEW TERM AND AT LEAST ONCE DURING THE REMAINING MONTHS. THE PRESIDENT WILL REPORT MEETING RESULTS AT THE FOLLOWING BUSINESS MEETING.

#### SECTION VI: APPOINTED COMMITTEES

IT SHALL BE THE DUTY OF ALL APPOINTED COMMITTEES TO ACT IN THE BEST INTEREST OF THE MEMBERS ON ANY OCCASION WHICH THEY MAY BE CALLED UPON TO DO SO. SAID COMMITTEES SHALL HAVE BROAD POWERS EXCEPT IN THE CASE OF EXPENDITURES, WHICH MUST BE APPROVED BY A VOTE OF THE MEMBERSHIP AT REGULAR MEETINGS.

#### SECTION VII: DUES

- (A) FOR FULL MEMBERS THE DUES SHALL BE TWENTY FIVE DOLLARS (\$25.00), PAYABLE IN ADVANCE. FAMILY MEMBERSHIPS SHALL BE THIRTY DOLLARS (\$30.00). (FAMILY MEMBERSHIP IS DEFINED AS MEMBERS OF A HOUSEHOLD AND ANY CHILDREN UNDER THE AGE OF 24 ATTENDING SCHOOL ON A FULL TIME SCHEDULE).

- (B) ONE YEAR DUES IN ADVANCE FOR ASSOCIATE MEMBERS SHALL BE FIFTEEN DOLLARS (\$15.00). THESE SAME DUES MUST BE APPLIED TO FULL MEMBERSHIP ON A PRORATED BASIS WHEN AN ASSOCIATE BECOMES A LICENSED AMATEUR RADIO OPERATOR.
- (C) ANY MEMBER WHO IS DELINQUENT TWO (2) MONTHS IN DUES SHALL BE NOTIFIED BY THE TREASURER TO THAT EFFECT AND THE DELINQUENT MEMBER SHALL AUTOMATICALLY BE SUSPENDED. A SUSPENDED MEMBER MUST PAY BACK DUES BEFORE BECOMING ELIGIBLE FOR REINSTATEMENT. SUSPENDED MEMBERS SHALL NOT HAVE A VOICE NOR VOTE AT THE MEETINGS OF THE CLUB.
- (D) ANY MEMBER FAILING TO PAY DUES FOR A PERIOD OF THREE (3) MONTHS SHALL AUTOMATICALLY BE EXPELLED.
- (E) ANY PERSON WHO HAS RESIGNED FROM THE CLUB OR HAS BEEN EXPELLED FOR DELINQUENT DUES MAY BE REINSTATED BY PAYING A REINSTATEMENT FEE OF FIVE DOLLARS (\$5.00) PLUS PRORATED DUES IN ADVANCE.
- (F) CLUB DUES SHALL BE PAYABLE AS OF EACH JANUARY AND NEW MEMBER DUES WILL BE PRORATED ON A YEARLY BASIS.

#### SECTION VIII: AMENDMENTS TO THE CONSTITUTION

ANY AMENDMENT TO THIS CONSTITUTION AND BY-LAWS SHALL REQUIRE A TWO THIRDS (2/3) MAJORITY VOTE OF THE VOTING MEMBERSHIP PRESENT. ANY RESOLUTION WHICH HAS AS ITS PURPOSE THE CHANGING OF EXISTING LAWS SHALL BE PRESENTED AT A REGULAR MEETING AND VOTED UPON AT THE NEXT FOLLOWING REGULAR MEETING.

## BY-LAWS

### SECTION IX: MEETINGS

THE REGULAR MEETINGS SHALL BE HELD MONTHLY AND SHALL CONVENE PROMPTLY AT EIGHT (8) PM AT THE HEADQUARTERS OF THE CLUB.

### SECTION X:

ALL COMMITTEES SHALL CONSIST OF AT LEAST A CHAIRMAN AND TWO (2) MEMBERS. THE ACTIVITIES MANAGER SHALL BE THE CHAIRMAN OF COMMITTEES UNLESS A DIFFERENT APPOINTMENT IS MADE BY THE PRESIDENT. THE ACTIVITIES MANAGER WILL BE THE CHAIRMAN OF ACTIVITY EVENTS INVOLVING THE CLUB, HOWEVER A PROJECT MANAGER MAY BE APPOINTED TO DIRECT SPECIFIC ACTIONS DESIGNATED BY THE ACTIVITIES MANAGER.

### SECTION XI:

IN VOTING ON REGULAR BUSINESS OR ELECTIONS BEFORE THE CLUB, A PLURALITY SHALL DETERMINE THE QUESTION.

### SECTION XII:

NOMINATIONS OF OFFICERS WILL BE MADE FROM THE FLOOR.

### SECTION XIII:

ALL VOTING FOR THE ELECTIN OF OFFICERS SHALL BE BY SECRET BALLOT. VOTING IN THE GENERAL ORDER OF BUSINESS AND ON APPLICATIONS FOR MEMBERSHIP SHALL BE BY "AYE" OR "NAY" UNLESS DEMANDED BY ONE MEMBER, AND THEN THE VOTE SHALL BE BY SECRET BALLOT. WHEN A MOTION HAS BEEN DECLARED WON OR LOST BY AN "AYE" OR "NAY" OVTER, ANY VOTING MEMBER BEFORE THE ORGANIZATION PROCEEDS TO OTHER BUSINESS, MAY DEMAND A RECOUNT.

### SECTION XIV:

ANY OFFICER OF THE CLUB MAY RESIGN AT ANY TIME. RESIGNATION SHALL BE MADE IN WRITING AND SHALL BE READ AT THE REGULAR MEETING BY THE SECRETARY AND SHALL BE ACTED UPON.

SECTION XV:

IN THE EVENT AN OFFICE IS VACATED WITHIN ONE (1) MONTHS OF A REGULAR ELECTION, A SPECIAL ELECTION SHALL NOT BE HELD.

SECTION XVI:

ALL BILLS AGAINST THE CLUB SHALL BE ACTED UPON BY THE MEMBERS PRESENT. THE TREASURER SHALL PAY SUCH BILLS, WHEN VOTED ON BY A PLURALITY OF MEMBERS, TAKING THE RECEIPT OF THE PARTY TO WHOM PAYMENT IS MADE, UNLESS PAYMENT IS BY CHECK, IN WHICH CASE THE CANCELED CHECK WILL BE THE RECEIPT.

SECTION XVII:

NO PERSON SHALL BECOME A CANDIDATE FOR MEMBERSHIP UNTIL HE HAS BEEN PROPOSED BY A MEMBER OF THE CLUB, WHO SHALL CERTIFY THAT THE CANDIDATE, IF ADMITTED, WILL BE A WORTHY MEMBER. CANDIDATES FOR MEMBERSHIP SHALL PRESENT PRORATED DUES AT THE TIME OF APPLICATION IF MEMBERSHIP IS DENIED, THE DUES PAID WILL BE RETURNED TO THE APPLICANT.

SECTION XVIII: ORDER OF BUSINESS

1. CALL TO ORDER
2. INTRODUCTIONS
3. READING OF MINUTES
4. COMMUNICATIONS
5. REPORTS OF COMMITTEES
6. REPORTS OF OFFICERS
7. FINANCIAL BUSINESS
8. UNFINISHED BUSINESS
9. ELECTION INSTALLATIONS
10. NEW BUSINESS
11. ADJOURNMENT OF BUSINESS MEETING
12. GENERAL TECHNICAL DISCUSSIONS.

SECTION XIX: RULES OF ORDER

IT SHALL BE THE DUTY OF THE PRESIDENT OR PRESIDING OFFICER TO ENTERTAIN OR DECLINE ANY MOTION RESOLUTION OR AMENDMENT THAT IN HIS OPINION IS NOT IN PROPER FORM OR IS NOT PRESENTED AT THE PROPER TIME, UNLESS OVERRULED BY A PLURALITY OF THE MEMBERS PRESENT.

SECTION XX:

WHEN A MEMBER SPEAKS OR OFFERS A MOTION HE SHALL RISE IN HIS PLACE AND RESPECTFULLY ADDRESS THE CHAIR AND CONFINE HIMSELF TO THE QUESTION UNDER CONSIDERATION.

SECTION XXI:

WHEN TWO OR MORE MEMBERS RISE TO SPEAK AT THE SAME TIME, THE PRESIDING OFFICER SHALL DECIDE WHO IS ENTITLED TO THE FLOOR.

SECTION XXII

WHILE A MEMBER IS SPEAKING, NO ONE SHALL INTERRUPT HIM EXCEPT FOR THE PURPOSE OF CALLING HIM TO ORDER OR TO ASK THE PRESIDING OFFICER TO EXPLAIN OR TO CALL THE PREVIOUS QUESTION.

SECTION XXIII:

IF A MEMBER, WHILE SPEAKING, BE CALLED TO ORDER BY THE CHAIR, HE SHALL CEASE SPEAKING AND TAKE HIS SEAT UNTIL THE QUESTION OF ORDER IS DETERMINED AND PERMISSION GIVEN HIM TO PROCEED.

SECTION XXIV:

IN OTHER QUESTIONS ARISING ON RULES OF ORDER, ROBERT'S RULES OF ORDER SHALL PREVAIL.