

# **St. Clair Amateur Radio Club, Inc.**

P.O. Box 94  
Belleville, Illinois 62222  
U.S.A.

Presented August 27, 2015

Approved on: October 29, 2015

## **Constitution of St. Clair Amateur Radio Club, Inc.**

Any word in this document that implies a gender shall be taken to mean either gender.

### **Article I. Statement**

The St. Clair Amateur Radio Club, Inc. is a corporation organized under both the not-for-profit laws of the State of Illinois, and Section 501(c)(3) of the United States Internal Revenue Code. A separate approval vote by the members of the St Clair Amateur Radio Club will be taken prior to submitting application to the United States Internal Revenue Service. If changes to this Constitution are required, they may be accomplished within the Executive Committee and presented to the membership at the next monthly meeting for a vote/approval at which time they will become a part of this Constitution and known as Amendments.

### **Purpose**

The purpose of this club is to promote the general welfare of amateur radio. To combine the interest of licensed radio amateurs and prospective radio amateurs through training and education. The purpose also is to provide use of communications equipment and services (VHF and UHF radio repeaters) for the open use of the general public (licensed amateur radio operators), and to coordinate the maintenance of the repeater equipment of this club. Communication services are provided to Federal Agencies (National Weather Service) and others as needed during emergencies, various public events and to improve proficiency of amateur radio operators. St Clair Amateur Radio Club maintains the open repeaters to provide support for these activities and for the use of the Amateur Radio Emergency Service (ARES). Further, the St Clair Amateur Radio Club participates in various Illinois State and national amateur radio contests which provides for the testing of equipment (personal transceivers) and procedures for communications across the state and country to improve operations in the event of emergencies. The St Clair Amateur radio Club also sponsors training for individuals interested in amateur radio and the license testing for individuals wanting to receive an Amateur Radio Operator License in accordance with Federal Communications Commission (FCC) rules and regulations.

### **Affiliation**

The St Clair Amateur radio Club maintains an affiliation to the American Radio Relay League, Inc. (ARRL).

## Article II.

## Definitions

### 1. Location:

This organization is known as "St. Clair Amateur Radio Club, Inc." (SCARC). It is located in St. Clair County, Belleville, Illinois, and is incorporated with the State of Illinois. The physical location of meetings and amateur radio activities may change from time to time but will be within the southwestern geographic location and within St Clair County, Illinois.

### 2. Membership:

- A. **Regular Member/Full Member** (used interchangeably); as used herein shall mean an individual in good standing, whose dues are currently paid and is a licensed amateur radio operator, licensed by the Federal Communication Commission (FCC).
- B. **Associate Member**; as used herein shall mean an individual in good standing, whose dues are currently paid but is not a licensed amateur radio operator. Associate Membership is open to any person exhibiting a genuine interest in amateur radio.
- C. **Family Member**; as used herein refers to persons related to and living in the same household as a regular/full member. Family members (under the age of 18 years), cannot vote or hold office. Family member is defined as the spouse, children, sibling, or parent.
- D. **Honorary Member**; as used herein refers to individuals that provide outstanding support to the club. Honorary Members cannot vote or hold office. Honorary Members will be considered/renewed on an annual basis, as an honorary member. (Honorary Members are not assessed the annual dues.)
- E. **Life Membership**; as used herein refers to a lump-sum payment of 20 times the annual full or family membership dues as applicable. (2015 amount \$500.00)
- F. **Honorary Lifetime Member**; as used herein is any **Regular/Full Member** that has been a member of the club for 20 or more consecutive years, in good standing and is nominated at any regular meeting for **Honorary Lifetime Membership** and voted on by the membership. Such nominations must be made by a **Regular/Full Member**. This status is intended to be an exceptional honor, in recognition of especially meritorious and distinguished contributions of the nominee to the club. An **Honorary Lifetime Member** shall pay no dues and shall retain all the privileges of full membership including voting and holding office.

### 3. Committees:

#### A. **Standing Committees:**

- 1. **Executive Committee** - as used herein, will be comprised of Elected Officers, Trustees, Volunteer Examiner Coordinator and may include Standing Committee

Chairmen as appointed by the president and in accordance with the annual report filed as an incorporated entity within the State of Illinois. The President is the Chairman of the Executive Committee.

2. **Repeater Committee** - as used herein, will be comprised of not less than three (3) individuals known to have the technical knowledge to service and manage the repeaters and as appointed to the Repeater Committee by the President. Members of the Repeater Committee will hold at least a General Class License. The Chairman of the committee will hold an Extra Class License.
3. **Emergency Communication (EMCOM) Committee** - as used herein, will be comprised of not less than three (3) individuals known to have the technical knowledge to direct and manage emergency communications. The EMCOM committee members must be licensed amateur operators.
4. **Publicity Committee** - as used herein, will be comprised of not less than three (3) individuals with good interpersonal relations and outgoing personalities with at least a Technician Class license.

B. **Committee Chairmen:** as used herein, may be appointed by the president and will be voted on by members present at the next general membership meeting following the appointment. Chairmen for the long term projects supported by the club such as the Radio Repeater and Emergency Communications management chairmen will be appointed at the first meeting following the election of new officers. The President will be a de facto member of every committee.

4. **Fiscal year:**

As used herein, will be comprised of the time from January 1<sup>st</sup>. through December 31<sup>st</sup> of each calendar year, and the appropriate tax forms and any other legal documents filed accordingly will reflect this time period.

5. **Quorum:**

As used herein, is at least 25% of total membership (including elected officers) but does not include members who do not pay dues. (Based on current membership, a minimum of 12 voting members is required for a quorum. This number may change as membership total would change.) A quorum is required for official business to be conducted at a general membership meeting. (See Bylaws for further guidance.)

## Article III.

### **Officers**

1. **Elected Officers:**

- a. **All St Clair Amateur Radio Club Officers.** whether elected by a quorum of members present at the March meeting, or appointed by the president at the April meeting (and approved by a quorum of members present at the April meeting) will serve a one year

term of office. There shall be no limit on the number of terms a member can serve as an officer if re-elected each year. (For further guidance see Term of Office in the Bylaws.)

- b. **President:** Elected for a one year term by the club members.
  - c. **Vice-President:** Elected for a one year term by the club members.
  - d. **Secretary:** Elected for a one year term by the club members.
  - e. **Treasurer:** Elected for a one year term by the club members.
  - f. **Sergeant-at-Arms:** Elected for a one year term by the club members.
  - g. **Activities Manager:** Elected for a one year term by the club members.
  - h. **Publicity Activist:** Elected for a one year term by the club members.
  - i. **Trustees:** Appointed by the President for a one year term, approved by a vote of the membership.
2. **Non-Elected (Appointed) Officers:**
- a. **Repeater Committee** Chairman - appointed by the President, and approved by the general membership, for a one year term, renewable.
  - b. **Emergency Communication (EMCOM) Committee** Chairman - appointed by the President, and approved by the general membership, for a one year term, renewable.
  - c. **Volunteer Examiner** Chairman - appointed by the President, and approved by the general membership, for a one year term, renewable.
  - d. **St Clair Amateur Radio Club License Trustee** This is an individual position (per FCC requirements), appointed by the President, and approved by the general membership, for a one year term, renewable.
3. **The governing body** of this organization shall consist of **President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms**. This governing body constitutes the President's Advisory Board.

#### Article IV.

#### **Duties of Officers**

- 1. **President:** It shall be the duty of the President to be the official head and chief executive officer of the club and shall be in direct charge of the club and maintain the order of business prescribed and shall appoint all necessary committees.
- 2. **Vice-President:** It shall be the duty of the Vice-President to preside at all meetings at which the

President is not present. The vice president will serve as president in the event the President leaves the office for any reason (resignation, removal, sickness, etc...). The Vice-President may serve as Chairman of any committee as directed by the President.

3. **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. The Secretary is to report to the membership the minutes of the meetings, to carry on all correspondence and report appropriately to the membership. Correspondence is understood to include matters relating to meetings and Newsletters.
4. **Treasurer:** The duties of the **Treasurer** shall be to receive and expend monies, receive applications and fees for membership, keep proper records of all financial matters, keep an accurate record of members and their dues status, make financial reports at club meetings and as otherwise requested. In general the **Treasurer** shall pay only those monies authorized by the membership at club meetings. However, there shall be established a petty cash fund for the payment, without prior authorization, of routine and incidental expenses. The amount of the petty cash fund shall be established in the by-laws, but will not exceed \$100.00. The President shall arrange for the **Treasurer's** books to be reviewed annually. It shall be the duty of the Treasurer to keep a proper record of all monies received 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.
5. **Sergeant-At-Arms:** It shall be the duty of the Sergeant-At-Arms to maintain order at all meetings and to perform other duties as assigned by the Executive Committee including supervision of the clean-up crew. The Sergeant-at-Arms, in coordination with the Activities Manager, will see that coffee or (non-alcoholic) drinks are provided at each general membership meeting along with light snacks. The Sergeant-at-arms will assist in seeing that the parliamentary duties and procedures are followed for the conduct of the general membership meetings. (i.e., be the expert on Robert's Rules of Order). The Sergeant-at-arms performs State Police website search of potential new members, and will report any findings discretely to the President. The Sergeant-at-arms maintains the inventory of club owned equipment. (This is with coordination of the Treasurer, Chairman of the Repeater Committee and President.) See Bylaws for more definitive explanation of Sgt.-at-Arms duties.
6. **Activities Manager:** The Activities Manager will plan all special activities and shall keep the club informed as to status of the events and requirements for St Clair Amateur Radio Club participation and assist in coordinating all activities other than regular club business. The Activities Manager will arrange for meeting/event locations and confirm reservations with location POC. (i.e. the club Christmas party).
7. **Publicity Activist (PA):** The Publicity Activist will establish contacts with local papers (BND, Scott Flier, Command Post, other local community papers) to get announcements about our meetings, classes, special events, and local ham fests published and to provide stories to the public in community services/information sections of the publications. The PA will be the designated club photographer, (or will arrange for photos to be taken) and will send photos to newspapers and to the webmaster for posting to the club website. The PA will maintain the club website and maintain/moderate the yahoo club reflector, keeping the group member list up to date. The PA will be the official club contact/liason listed on the ARRL web site and will gather inputs from other club members and send to the Secretary for

distribution in the newsletter.

8. **Trustees:** Individuals appointed by the President, and approved by vote of the membership. The Trustees are normally past presidents that have served the club, but may be other individuals as appointed by the President, and approved by membership. The Trustees will serve as a “guardian” for the President, Vice-President, Treasurer, Secretary, Sgt.-at-Arms, and Club License Trustee, being ready to assist with the duties of named positions, or ready to step in and accomplish those duties.
9. **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, having full disposal of the club's goodwill, uses the 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 from office and or membership for such actions by a majority of the vote of members present comprising a quorum as defined in Article II of this Constitution.
10. **Completion of Term in Office:** At the end of any officer's term, all club materials in the officer's possession shall be turned over to the officer's successor.

## Article V.

### **Membership and Dues**

1. **Regular Member/Full Member** is as defined in Article II. For Regular Member/Full Member the dues shall be paid in advance annually in the amount designated in the Bylaws.
2. **Associate Member** is as defined in Article II. For the Associate Member the dues shall be paid in advance annually in amount designated in the Bylaws. These same dues may be applied to Regular/Full Membership when an associate becomes a licensed amateur radio operator.
3. **Family Member** is as defined in Article II. Family Membership dues shall include an additional amount as designated in the Bylaws.
4. **Delinquent Dues:** Any member delinquent two (2) months in dues shall be notified by the Treasurer to that effect and the delinquent member shall be placed on probation. A member on probation must pay back dues before becoming eligible for reinstatement. Members on probation shall not have a voice, and will not vote at the meetings of the club until reinstated.
5. **Period of Dues:** Club dues shall be payable as of January each year. New member dues will be prorated on a yearly basis based on the month of their entry into full membership.
6. **Failure to Pay Dues:** Any member failing to pay dues for a period of six (6) months shall be notified formally (in writing) that he/she will be expelled and their membership terminated.
7. **Financial Hardship:** Any member in financial hardship and unable to pay the dues, may approach the President, Vice-President, or Treasurer (in confidence) for temporary relief of the

dues payment. If the situation persists it may be brought before the Executive Committee, (in confidence), and if approved, the member will be granted an extension of time to pay the dues according to the time set by the Executive Committee, or the dues may be waived completely.

8. **Resignation of Membership:** Any person who has resigned from the club or has been expelled for delinquent dues may be reinstated by paying a reinstatement fee designated in the Bylaws plus prorated dues in advance of being reinstated.

## Article VI.

### **Meetings**

1. **Regular Monthly Meetings:** The St Clair Amateur Radio Club will meet regularly once per month, physically and at a location as described in Article II of this Constitution.
2. **Special Meetings/Emergency Meetings:** A Special meeting may be called by the President at any time, and may be called upon receipt of a written request by five voting members. Written notices of special meetings will state the purpose/business thereof, and shall be sent to all members in sufficient time that by ordinary postal delivery, the notice will reach members at least 24 hours prior to the meeting time. Verbal notices may also be transmitted via telephone or club-sponsored radio, or both.
3. **“On-The-Air” Meeting:** The President, or his designee (normally the Vice-President), will conduct a weekly “On-the-Air” meeting for the purpose of disseminating general information to the club members. The primary meeting frequency will be the 147.120 repeater (primary) at 7:00 P.M. on Tuesday of each week. The alternate for the “On-the-Air” meeting will be simplex with frequency to be announced, or on the UHF repeater with echo-link. (Other local repeaters will be used if permission is granted, and the frequencies are made known ahead of time.)

## Article VII.

### **Amendments**

1. Any voting member may move to amend this constitution at any regular meeting or at any meeting specially called for the purpose of a proposed amendment. The proposed amendment must be in writing and will be read aloud by the **Secretary** at the meeting at which it is presented. The **Secretary** shall mail to all voting members a notice of the proposed amendment stating the relevant portion of the constitution as it exists, and the same portion as it would read after passage of the proposed amendment. The notice, along with a ballot, is to be received by voting members at least one week before the meeting at which the votes will be tallied. This meeting shall be at least three (3) weeks later than the meeting at which the motion to amend was made. Yea votes on two-thirds of the properly marked ballots received will be required to amend. Ballots may be delivered in person or by mail. Abstentions, late or non-received ballots, or improperly marked ballots shall not be counted in determining the proportion of yeas and nays. Any amendment to this Constitution and By-Laws shall require a two thirds (2/3) majority vote. 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.

## Article VIII. Dissolution of Club and Club Assets

1. All equipment bought by, or donated to the club shall be subject to the rules and regulations imposed by State law for a not-for-profit corporation, and Federal Guidelines under Section 501(c)(3) of the United States Internal Revenue Code.
2. No equipment bought by, or donated to the club shall be sold or donated without the approval of both the Executive Committee and the voting members. It shall be the responsibility of the Executive Committee to insure that any disposal or donation of club assets meets the requirements of regulations as stated above. It shall be the responsibility of the voting members to insure that the donation or disposal of said assets meets the approval of the general membership.
3. Any voting member may move to dissolve the club at any regular meeting. The motion, and the arguments for dissolution, will be made in writing to the **Secretary** in a manner similar to an amendment to the constitution, as described in **Article VII** above. The **Secretary** shall read aloud the motion as submitted at the meeting at which it is presented. The **Secretary** shall mail to all voting members a notice of the motion as was read aloud, along with all relevant arguments and discussion brought forth at the meeting where it was presented. This notice, along with a ballot, is to be received by voting members at least one week before the meeting at which the votes will be tallied. This meeting shall be at least three weeks later than the meeting at which the motion to dissolve was made. Yea votes on nine-tenths of the properly marked ballots received will be required to dissolve. Ballots may be delivered in person or by mail. Abstentions, late or non-received ballots, or improperly marked ballots shall not be counted in determining the proportion of yeas and nays.
4. Upon dissolution of the club, as described in Section 3 above, it shall be the responsibility of the **Executive Committee** to dispose of or donate the club assets, in a way that meets the requirements as stated in Section 1 above.

### Certification

The Officers of the St Clair Amateur Radio Club, by evidence of their signature below certify this Constitution was duly voted on and approved by a majority of the quorum of the membership present on the date shown, which shall be the effective date of this Constitution.

Larry W. Wessels, President :     Signed     Date: October 29, 2015

Randy Bastian, Vice President:     Signed     Date: October 29, 2015

Louis Stark, Secretary:           Signed           Date: October 29, 2015

Robert Thurgood, Treasurer:       Signed       Date: October 29, 2015

Daniel Campos, Sgt At Arms:     Signed     Date: October 29, 2015

John Sundstrom, Repeater Trustee:   Signed   Date: October 29, 2015