

# **Constitution for The Souris Valley Amateur Radio Club**

Adopted January 21<sup>st</sup>, 2017  
Amended May 19<sup>th</sup>, 2018

## **Preamble**

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Souris Valley Amateur Radio Club (SVARC) of North Central North Dakota, and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, to teach the next generation of Amateur Radio operators the laws and regulations which govern amateur radio, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

## **Article I Membership**

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its By-Laws. The Souris Valley Amateur Radio Club does not and shall not discriminate or deny membership on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **Article II Officers**

### **Section 1. Officers**

The officers of this club shall be President, Vice-President, Secretary, and Treasurer.

## Section 2. Election of Officers

The officers of this club shall be elected for a term of two years by ballot of the members present, provided there be a quorum, at the December meeting. The offices of President and Treasurer shall be elected on odd numbered years, and the offices of Vice President and Secretary shall be elected on even numbered years.

## Section 3. Vacancies

Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.

## Section 4. Eligibility

In order to hold an office, an individual must be a member in good standing for at least one year and hold a valid Amateur Radio license.

## Section 5. Resignation

Any officer may resign his/her position in writing at which time all records and assets of the club will be turned over to the President or Vice President.

## Section 6. Removal of Officers

Officers may be removed from office for cause, upon the written petition of six (6) or more members presented to the President or Vice President.

After investigation the petition will be presented to the membership at the next regular meeting of the club and voted on by the membership. Removal of an officer requires a two-thirds vote of the members present at the meeting.



## **Article III Duties of Officers**

### Section. 1. President

The President shall preside at all meetings and conduct them according to the rules adopted. He/she shall enforce this Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the club, and perform all other duties pertaining to the office of President.

### Section. 2. Vice President

The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club. He/she shall maintain close liaison with the local Amateur Radio Relay League's (ARRL) district Amateur Radio Emergency Service (ARES) Emergency Coordinator to further club participation in the Amateur Radio Emergency Service.

### Section. 3. Secretary

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and deliver written meeting notices to each member via electronic mail (email). At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

### Section. 4. Treasurer

The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; pay no bills without proper authorization. At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. At the end of his/her term he/she shall turn over everything in his/her possession belonging to the club to his/her successor.



## Section. 5. Executive Committee

The executive committee shall consist of the president, vice president, secretary, treasurer, and trustee.

### **Article IV Meetings**

The By-Laws shall provide for regular and special meetings. Members present at a properly called meeting shall constitute a quorum for the transaction of business. Robert's Rules of Order shall govern proceedings.

### **Article V Dues**

The club, by majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues or assessments shall be cause for removal from the club within the discretion of the membership.

### **Article VI Membership Assistance**

The club will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiations from club member-stations. The club shall also maintain a program to foster and guide public relations, to train individuals in general radio communication practices, and to assist individuals in preparing for and obtaining his/her amateur radio license from the Federal Communications Commission (FCC).

### **Article VII Club-call-sign**

The club will maintain a club call sign as provided by FCC rules part 97.



## **Article VIII Trustee**

### Section 1. Appointment

The trustee shall be appointed by the executive committee. The trustee shall be a member of the club in good standing, meet FCC requirements, and not had his/her Radio Amateur licensed revoked or sanctioned at any time. Upon appointment of a new trustee, the current trustee shall turn over all records and items belonging to the club to his/her successor.

### Section 2. Duties

The trustee shall maintain an inventory of the club's assets and answer all QSL requests.

## **Article IX Dissolution of The Club**

### Section 1. Termination of Operations

In the event that the Executive Committee votes that the Club should be dissolved the motion for dissolution must receive more than two thirds vote of the members present at a regular meeting to pass.

### Section 2. Disposition of Assets

The Executive Committee shall handle the disbursement of all assets of the club.

No member or group of members shall receive benefit from any assets of the Souris Valley Amateur Radio Club.

All equipment and non-cash assets will be sold or transferred to a non-profit or government organization. All cash assets will be donated to one or more non-profit organizations.

## **Article X Amendments**

This constitution or By-Laws may be amended by a two-thirds vote of the members present at a regularly scheduled meeting.



Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the next following regular meeting, provided all members have been notified by mail or e-mail of the intent to amend the Constitution and/or By-Laws at said meeting.



# The Souris Valley Amateur Radio Club

## By-Laws

Adopted January 21<sup>st</sup>, 2017  
Amended May 19<sup>th</sup>, 2018

### 1. Membership

- a. Full membership is open to all individuals with an interest in amateur radio. Full membership will include all licensed amateurs residing at the same address.
- b. Student membership is open to those under 21 years of age and enrolled full time in school.
- c. Honorary membership is available to those who live outside the membership area and are nominated by a club member and ratified by two-thirds of the members present at a regular meeting.
- d. Lifetime membership is available to any individual who has held membership in the organization for at least one year or longer, has submitted and received an approved application for lifetime membership, and has paid the required dues as assessed by the organization for lifetime membership.
- e. Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers.
- f. Lifetime membership includes all club privileges as well as rights to hold a club office and to vote for club officers.
- g. Student membership includes all club privileges except for the right to hold office and vote for club officers.
- h. Club privileges include the use of the club station and equipment to be coordinated by the trustee.
- i. Applications for membership or lifetime membership shall be submitted at regular meetings.

## **2. Meetings**

- a. Regular meetings shall be held on the third Saturday of each calendar month at 10:00 AM unless rescheduled by the president.
- b. Special meetings may be called by the President upon the written request of any five club members. Notices shall be sent to members via postal mail or e-mail concerning special meetings and shall include a summary of the business to be transacted. Only such business as designated in the Notice of Special Meeting shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the scheduled meeting.

## **3. Dues, Fees and Assessments**

- a. Annual dues will be assessed in accordance with the provisions of Article V of the constitution for the purpose of providing funds for expenses.
- b. Membership dues are payable in January of each year. Dues for new members only will be pro-rated on a quarterly basis.
- c. Any member whose dues are not paid by April 1st will be considered inactive and removed from the membership roster. Inactive members have no voting privileges.
- d. Dues for Lifetime Membership shall be assessed at the rate of sixteen times the annual dues. Lifetime dues may be paid in equal installments over a period four quarters upon approval of the Executive Committee.
- e. Termination of membership (annual or lifetime) either by resignation or expulsion will not constitute a refund of dues paid.

## **4. Elections**

- a. Election of officers will be held annually at the regular December meeting. Officers will assume their elected office January 1 of the following year.
- b. The President will appoint a nomination committee two months prior to elections.
- c. The nomination committee will be charged with finding qualified candidates to run for office.





- d. The nomination committee will present a ballot to the president at the regular meeting one month prior to elections at which time the President will entertain a motion for nominations and to accept the ballot.
- e. The final ballot will be published and made available to all club members by postal mail or e-mail. The president will dissolve the nomination committee after the annual elections.
- f. Voting will be done using paper ballots. Immediately after voting the ballots will be counted openly in front of the membership. Any candidate may request a recount of the ballots.
- g. In the case of an unopposed slate the President may entertain a motion for the Secretary to cast a single ballot, and the slate of officers will be considered elected the appropriate positions.

## **5. Disbursement of funds**

- a. The treasurer has the authority to pay all regular expenses without club approval.
- b. Expenses up to \$250.00 may be authorized by the executive committee between regular meetings. All other expenses must be authorized by a majority vote at a properly called meeting.

