



Valley Amateur Radio Association

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Constitution & Bylaws

Constitution

Purpose

The purpose of the Valley Amateur Radio Association is to further the exchange of information and cooperation among members to promote radio knowledge, fellowship, and individual operating proficiency, and to conduct the Club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

The Club shall be a Not-for-Profit organization.

Article I Membership

All persons interested in Amateur Radio shall be eligible for membership. Membership shall be made by application upon such terms as the Club shall provide in its Bylaws.

Article II Officers

Section 1 Board of Directors

Officers of the Club shall be President, Vice President, Secretary, Treasurer and Director-at-Large. These officers shall constitute the Board of Directors.

Section 2 Elections

Officers of the Club shall be elected for a term of one year by the Full Members present at the January meeting.

Section 3. Vacancies

Board vacancies occurring before upcoming elections shall be filled by appointment by the remaining officers.

Section 4. Eligibility

In order to hold an office, an individual must be a Full Member for at least one year.

Section 5. Resignation

Any officer may resign his/her position in writing, at which time all Club records and assets will be turned over to any member of the Board of Directors.

Section 6. Removal of Officers and Members

In the best interest of the Club, officers or members may be removed for any reason deemed necessary by the Board of Directors.

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 due observance of this Constitution and Bylaws, 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



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The Vice President shall assume all the duties of the President in his/her absence. In addition, he/she may organize activities, plan and recommend contests for operating benefits, and advance Club interest and activity as approved by the Club.

Section 3. Secretary

It shall be the duty of the Secretary to keep the Constitution and Bylaws of the Club and have same with him/her at every meeting. 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 as necessary, and email written meeting notices to each member. He/she shall mail/email meeting minutes to the membership in a timely manner. At the expiration of his/her term, all records and items belonging to the Club shall be transferred to the successor.

Section 4. Treasurer

The Treasurer shall manage all moneys paid to the Club, keep an accurate account of all monies received and expended, pay no bills without proper authorization (by the Club or its officers constituting a business committee). At each meeting, the Treasurer shall report the status of all transactions. At the expiration of his/her term, all records, monies and items belonging to the Club shall be transferred to the successor.

Section 5. Trustee

A member of the Valley Amateur Radio Association will be chosen by the Board of Directors to be the trustee of the Club Station License.

The Station License Trustee ensures that all FCC rules are followed. The Trustee's decisions regarding the operation of the Club station are final.

The Station Trustee shall serve permanently and shall be removed only by a majority decision of the Board of Directors

The Station Trustee may hold a seat on the Board of Directors.

Article IV Meetings

The Bylaws shall provide for regular and special meetings. A quorum shall be considered the number of Full Members present at regularly scheduled meetings (To include the BOD in the count). 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 as shall be deemed necessary for the business of the Club. Dues and/or initiation fees shall be set by the Board of Directors and approved by a majority vote of the membership present at a meeting.

Article VI – The Club Call Sign

The Club may elect to apply for a Club call sign as provided by FCC rules Part 97. The President shall assign trusteeship of the Club call sign. The trustee shall be a Full Member of the Club, meet FCC requirements, and not had his/her Radio Amateur license revoked or sanctioned at any time.

Article VII – Dissolution of the Club

Section 1. Termination of operations

In the event that the Board of Directors votes that the Club should be dissolved, the motion for dissolution must receive more than two-thirds vote of the full membership to pass.

Section 2. Disposition of assets



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The Board of Directors shall handle the disbursement of all assets of the Club. No member or group of members shall receive benefit from the assets. All Club equipment must be sold and net proceeds donated to a non-profit organization. All remaining cash will be donated to a non-profit organization.

Article VIII – Amendments

This Constitution and Bylaws document may be amended by a two-thirds vote of the voting membership, provided there is a quorum. Proposals for amendments shall be submitted in writing at a regular meeting, or recorded in the Meeting Minutes verbally, and shall be voted on at the next following regular meeting, provided all members have been notified by email or USPS of the intent to amend.

Bylaws

Section 1. Membership

There shall be four categories of membership:

Full - These members are holders of any class of amateur radio license and includes all Club privileges including voting and holding Club office.

Family - Family memberships shall be available if one family member joins the association at the prevailing rate. See *Section 3D* below.

Associate - This membership is for anyone having an interest in amateur radio. Associate members do not have voting rights.

Honorary - Members who are Full Members of the club and have contributed significantly to the club. They have a vote and do have an interest in the club's assets.

Senior citizens, sixty years of age or older, and disabled persons of any age shall be eligible for membership at a rate as shown in *Section 3C* below.

All proposed members are subject to acceptance by a majority vote of the membership at the next regularly scheduled monthly meeting. The proposed member may attend this meeting and in the event the application is turned down, the applicant is entitled to an explanation.

Membership shall be for a period of one year, from January 1 through December 31. Anyone accepted for membership after January shall be assessed dues as specified in *Section 3B*, below.

Section 2. Meetings

Regular meetings shall be held on a day to be decided by the membership, unless directed otherwise by obvious considerations such as holidays.

There shall be no meetings in July and August unless agreed to by the membership by the May meeting.

The annual meeting shall be held on the regular meeting day in April unless a different date is agreed to by the membership at least sixty days in advance.

Special meetings may be held at any time upon the call of the President. The President shall call said meeting within five days of the filing of a request for same with the secretary by not less than five members in good standing. The secretary shall give written notice which shall state the time and place of the special meeting and also the purpose of the meeting and the names of the members requesting the meeting. Only such business as designated therein shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.

During times of emergency, meetings may be held by way of a local repeater or a simplex frequency. Additionally, internet applications such as Zoom, FaceTime or Skype may be used to supplement such meetings.



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The Board of Directors shall meet at least quarterly, but it is suggested to have monthly meetings, to review pertinent information and decide upon operation logistics leading to smooth functioning of the Club, discuss Club activities and events, then report those decisions to the general membership at the next meeting.

Section 3. Dues, Fees, and Assessments

Membership dues are payable in January of each year and are hereby assessed in accordance with the provisions of Article V of the Constitution, for the purpose of providing funds for expenses.

In the event that a member has not paid dues by March 31, their right to vote shall be suspended and they will not receive a newsletter until such time as their dues are brought up to date. This shall be limited to the current year. If by December 31 of the same year a member's dues are still not up to date, that member shall be regarded as having voluntarily resigned from the Valley Amateur Radio Association, unless an extraordinary or special situation is brought to the attention of the Board of Directors.

Termination of membership shall not constitute a refund of dues paid.

Members shall be assessed dues in accordance with the following schedule:

- A. For new members and those re-joining for the full year, dues shall be \$20.00
- B. Any new member that joins during the year shall have their dues pro-rated.
- C. Seniors and disabled may join at a 50% rate.
- D. Family membership, which includes only *household* members, shall be assessed \$5.00 over the above applicable membership dues.

Section 4. Elections

Elections shall be held at the regular January meeting. Officers will immediately assume their positions following that meeting. Voting may be done using paper ballots if more than one person is running for the same office. Immediately after voting, the ballots shall be counted openly in front of the membership. Any candidate may request a recount of the ballots. In the case of an unopposed slate, the President may entertain a motion for the Secretary to cast a single ballot.

Section 5. Expenses

Expenses not exceeding \$50 may be appropriated by the Board for miscellaneous purposes, without the need to present it to the Club for approval. Said appropriation must be via consent of the entire Board and made known to the Club at the following meeting.

Section 6. Order of business

- Sign in (a sheet for the Secretary)
- Opening of the meeting
- Introduction of visitors and/or new members
- Acceptance of previous month's meeting minutes
- Treasurer's report
- Reports of officers and committees
- Reading of correspondence and bills
- Acceptance of new members
- Unfinished (old) business
- New business
- Election of officers
- Adjournment
- Good and welfare, presentations, etc.



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Amendments

- 17MAY24 – Corrected typo in, “Purpose” and removed, “The following section (6) only applies if the club is/remains ARRL-Affiliated”.
- 18FEB24 – (Newly-proposed) Existing Bylaws document totally rewritten and re-formatted. Clauses that related to Constitution matters were separated out from those that were Bylaws-related and re-arranged as necessary. This document proposed by K4000. Also proposed:
- Modified the Officer Vacancy Statement by adding Article II, *Section 3*
 - Added eligibility to hold office (Article II, *Section 4*)
 - Modified the member/officer expulsion procedure (Article II, *Section 6*)
 - Removed Trustee removal procedure & clarified Trustee information (Article III, *Section V*);
 - Changed quorum requirements for ease of doing business. (Article IV)
 - Modified Club dissolution (new Article VII)
 - Added internet-type meeting attendance (Bylaws, *Section 2*)
 - Added Director’s meeting (Bylaws, *Section 2*)
 - Modified (simplified) Expenses clause. See new Bylaws, *Section 5*.
 - Modified Order of Business (Bylaws *Section 6*)
 - Clarifications and paragraph moves were made throughout.
- 5NOV09 - Modifications proposed and submitted by KD1BD: Articles V, VI, & VII