

TRINITY VALLEY AMATEUR RADIO CLUB

Constitution and Bylaws

Revised September 2005

(Changes are indicated in italics)

Constitution

P R E A M B L E

To secure the benefits of the association of persons interested in amateur radio, we have organized this club as the Trinity Valley Amateur Radio Club (TVARC), and have enacted this Constitution and these Bylaws as our governing law. It shall be our purpose to further the exchange of information and co-operation between members, to promote radio knowledge, fellowship and activities to advance the general interest and welfare of amateur radio in accordance with the needs of the community and the regulations established by the Federal Communications Commission.

ARTICLE I Membership

All persons interested in amateur radio communications shall be eligible for membership. Membership shall be by such terms as the club shall by its Bylaws provide.

ARTICLE II Officers

1. The officers of the club shall be: President, Vice-President, Secretary, and Treasurer.
2. The President and Vice-President of the club shall be elected for a term of one year by simple majority of the members present at the annual meeting, usually in *October* of each year. *The Secretary and Treasurer shall be appointed by the President each year, with no term limits. The new officers will assume office on November 1st following the October annual meeting.*
3. The President and Vice-President may not serve more than two consecutive terms in the same elected office. No person may hold more than one elected office at the same time.
4. Vacancies of offices occurring between elections must be filled by special elections at a called meeting following the vacancy. Election will be by simple majority of the members present. In the event of a vacancy in the office of President, the Vice-President will assume that office and an election will be held to fill the Vice-President's position.
5. Officers may be removed by a three-fourths vote of members present at a called meeting.

ARTICLE III

Duties

1. The President shall:
 - Preside at all meetings of the club
 - Ensure the presence of a quorum prior to conducting any official club business
 - Conduct all meetings according to the rules adopted
 - Enforce due observance of this Constitution and Bylaws
 - Decide all questions of order
 - Sign all official documents that are adopted by the club
 - Appoint the secretary and treasurer
 - Establish all committees and serve as ex officio member of all committees
 - Perform all other customary duties pertaining to the office of President

2. The Vice-President shall:
 - Assume all the duties of the President in the absence of the President
 - Serve as the chairperson of the Activities Committee
 - Attend all Business Committee meetings as a member

3. The Secretary shall:
 - Record the proceedings of all membership and Business Committee meetings
 - Read the minutes of the prior meeting and correspondence at membership meetings
 - Maintain the Roster of club members, calls and addresses
 - Provide mailing labels for newsletters and other special mailings to members
 - Receive, record and file all applications for membership
 - Deliver the dues and assessment moneys received from members to the Treasurer
 - Keep and maintain the Constitution and Bylaws
 - Have a current copy of the Constitution and Bylaws at all meetings
 - Provide a current copy of the Constitution and Bylaws to all new members
 - Allow member access to the Constitution and Bylaws at meetings of the membership
 - Attend all Business Committee meetings as a member

4. The Treasurer shall:
 - Receive and secure all moneys received by the club
 - Keep an accurate record of all moneys received and expended
 - Pay only those bills/obligations authorized by the club officers
 - Provide officers a quarterly accounting of receipts, payments and account balance
 - Attend all Business Committee meetings as a member

ARTICLE IV

Meetings

The Bylaws shall provide for called and annual meetings. The President or the Vice-President and a minimum of 10% of the club's full members shall constitute a quorum for the transaction of business. The President or Vice-President can be part of the 10%. Rounding downward is acceptable (for example, 10% of 78 full members is 7.8; therefore, 7 full members constitute a quorum).

ARTICLE V

Dues

The club may, by a two-thirds vote of members present at any called meeting, levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization within its objectives as set forth in the Preamble.

ARTICLE VI

Membership Assistance

This club shall enact appropriate rules to minimize radio interference in operation between stations of its members, and it shall assist with the disposition of any cases of interference to other radio services where reported as caused by any member amateur station. The club will provide technical advice to its members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation from club member's station. The club also shall maintain a program to foster and guide club public relations, growth, activities, and public service.

ARTICLE VII

Amendments

This Constitution or the Bylaws may be amended or dissolved by a majority vote of members present at a called meeting, provided such proposal(s) have been submitted to members in writing at least five days in advance of the vote.

ARTICLE VIII

Trustee

The Trustee of the repeater(s) will be permanent and elected by a simple majority of members present. The Trustee must agree to volunteer his or her services.

ARTICLE IX

Club Property

Acquisition, disposal, relocation, operation or use of club property, other than routine maintenance and equipment operation, shall be determined by a two-thirds vote of members present at a called meeting. Inventories of all club-owned property will be maintained by the Secretary.

ARTICLE X

Parliamentary Procedure

Robert's Rules of Order, latest revision, shall govern all club proceedings.

Bylaws

1. **MEMBERSHIP:** Full membership is open to all licensed amateurs. Full membership includes all club privileges as well as rights to hold club office and to vote for club officers and other club business. Associate membership is open to all persons interested in amateur radio. Associates have no voting privileges. All new applicants and members must hold a valid verifiable amateur radio license to be approved as new members, or to maintain their membership. New applicants must complete the TVARC application form and submit it to the club Secretary (if applying for full membership) and an amount of dues proportionate to the number of months remaining in the club-year beginning 1 *November*. The Secretary will present the application for approval by the membership at the next meeting of the club. A majority of members present is required for membership approval. The Secretary will notify the applicant of their acceptance or rejection. Approved applicants will be supplied a copy of the Constitution and Bylaws.

A full or associate member may have their membership in the TVARC terminated for just cause. To remove someone from membership, a full member must make a motion for termination at a meeting of the club. After a second to the motion, the discussion must include an explanation of the just cause for termination. Approval of the termination requires a minimum of two-thirds of the voting members present.

2. **MEETINGS:** Meetings shall be called by the President and shall be held at such places as the officers shall order. On-the-air meeting notices by the President or Vice-President during the normal TVARC weekly radio net shall be given to members at least five days prior to the meeting.

3. **DUES:** Membership dues are payable the first of *November* of each year in accordance with the provisions of Article V of the Constitution for the purpose of providing funds for current expenses. Dues must be paid annually.

4. **COMMUNICATIONS COMMITTEE:** The Communications Committee shall be composed of the permanent repeater Trustees and three members appointed permanently by the President for as long as they agree to serve. The Communications Committee shall be responsible for the normal operations and maintenance of the club repeater(s). The Communications Committee will establish and enforce repeater rules and guide lines. The committee will be responsible for the maintenance, procurement, and general upkeep of all club property.

5. **NOMINATING COMMITTEE:** The President, at least two months prior to the annual *October meeting, typically on the fourth Saturday of October*, shall appoint a Nominating Committee for the purpose of nominating officers for the ensuing year. The nomination committee shall be composed of not less than three members.

6. **ACTIVITIES COMMITTEE:** The President, upon election, as soon as practicable, shall appoint an Activities Committee which shall be composed of the Vice-President, and not less than two other members. The purpose of this committee shall be to promote social and community activities that will benefit the club and amateur radio. The Vice-President shall serve as chairperson.

7. **EDUCATION COMMITTEE:** This committee shall be composed of no less than three members. One of the members must hold an Extra Class License. The committee shall establish a curriculum, provide instructions, and testing in accordance with Federal Communications Commission regulations.

8. **BUSINESS COMMITTEE:** This committee shall be composed of the President, Vice-President, Secretary, and Treasurer. The purpose of this committee shall be to conduct club business and approve the disbursement of club funds for club bills. The committee shall have the authority to spend funds not to exceed \$100 for other than fixed expenditures. Records will be kept by the Treasurer and the Secretary and will be available to all members upon request.

9. **NEWSLETTER COMMITTEE:** This committee shall be appointed by the President for the express purpose of drafting, editing, printing, copying and mailing the club newsletter on a quarterly basis (March, June, September and December). Direct material expenses for the newsletter will be reimbursed by the club and the Secretary shall provide mailing labels to the committee based upon the current club Roster.

_____(Original Signed)_____
Ted Scherbel, KF5HV
President; 2005-2006

Date: _____

Summary Explanation of Changes: The purpose of this September 2005 revision to the TVARC Constitution and Bylaws is to move the Annual Meeting from August to October of each year and to move the date for officers to assume their duties from September 1 to November 1 of each year. The appointment of Secretary and Treasurer is defined. The document was reviewed and approved at a regular meeting at Cici's Pizza in Terrell, Texas, on September 27, 2005.