

Constitution of the Macoupin County Amateur Radio Club, Inc.

We, the undersigned, being desirous of securing for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, by promoting civic interest, specific application, social activities and developing individual efficiency, while improving the general interest in amateur radio, do ordain and establish this Constitution and By-Laws of the **Macoupin County Amateur Radio Club Inc.**, a non-profit corporation. We do further agree that in pursuit of these purposes, this organization shall be non-sectarian, non-partisan and that it shall lend neither support nor influence to any political party or candidate for office. The **Macoupin County Amateur Radio Club Inc.**, shall afford all persons, regardless of race or creed and equal opportunity to join, participate, hold office and enjoy in the benefits of this organization and the challenges of amateur radio.

ARTICLE I Name

The name of this Corporation shall be the **Macoupin County Amateur Radio Club, Inc.** and is hereafter referred to as the Club.

ARTICLE II Membership

All persons interested in amateur radio technique solely with a personal aim and without pecuniary interest shall be eligible for membership.

ARTICLE III Government

Section 1. The club shall be democratic in form and its members shall have full representation in its government. All officers and directors must be duly elected by the membership.

Section 2. There shall be a Board of Directors at Large (consisting of the immediate Past-President and three (3) members, (each who shall be elected by the membership).

Section 3. The President, Vice-President, Vice President Emergency Service, Secretary and Treasurer shall be elected for a term of one (1) year. The President,

Vice-President, may be re-elected for one (1) successive term. The Vice President Emergency Service,

Secretary and Treasurer may be re-elected for more than one successive term. The immediate Past-President shall serve on the Board of Directors for one (1) year. However, if the immediate Past-President is elected to any office for the ensuing term, the last Past-President shall continue to serve, as a Director, on the Board of Directors. Each year one Director shall be elected for a term of two (2) years, except the first year when one Director shall be elected for a one (1) year term and the other two Directors for a two (2) year term.

Section 4. The officers and members of the Board of Directors shall be currently licensed Amateur Radio Operators. In the event an officer or Director shall cease to hold an Amateur Radio License during his term of office, the office shall be declared vacant, and an election be held to fill the vacancy in accordance with the By-Laws.

ARTICLE IV

Meetings

Section 1. All meetings of the Board of Directors and the Club shall be conducted in accordance with Roberts Rules of Order.

Section 2. The Annual Year shall be from October 1st of one year through September 30 of the next year. The Annual Meeting of the Club shall be held on the first Wednesday of September. The Fiscal Year shall run concurrently with the Annual Year.

Section 3. The Board of Directors shall have the power to fix the date, time and place of regular meetings.

Section 4. Special meetings may be called by the President, the Board of Directors, or the President upon written request signed by not less than ten (10) members of the Club. Special meetings shall be limited to one (1) stated topic.

Section 5. No meeting of the Board of Directors shall be secret. All members in good standing shall be allowed free access, without voice or vote, to any meeting of the Board of Directors.

Section 6. The Board of Directors shall meet not less than two (2) times each year.

Section 7. The President shall preside at all meetings of the Club. In the absence of the President, the Vice-President, Secretary or Treasurer shall preside.

ARTICLE V

Dues & Membership

The dues shall be prescribed in the By-Laws and may be determined or changed only at the Annual Meeting, or at a Special Meeting.

1. Regular membership duly licensed ----- \$20.00
2. Family membership with one duly licensed member----- \$25.00
3. Senior membership (60 years or older)----- \$ 15.00
4. Full time student with license----- \$ 10.00
5. Associate membership. For those interested in Amateur radio----- \$ 10.00
6. Lifetime Membership----- \$ 250.00

Only those people with a Valid Amateur License can vote on club issues.

ARTICLE VI

Amendments

Proposals for amendments to the Constitution shall be submitted in writing and read at a regular meeting but may not be voted on until the next or any subsequent regular meetings. The Constitution may be amended by a vote of the majority of the membership.

BY-LAWS

DUTIES OF OFFICERS

Section 1. The President shall be the administrative head of the club. He/She will preside at all meetings of the Club; enforce due observance of the Constitution and By-Laws; decide all questions of order; sign all official documents adopted by the Club, and none other, appoint committees and perform all customary duties pertaining to the office of president.

Section 2. The Vice-President, He/She, shall assume all duties of the President in absence of the latter and in event of a vacancy occurring in that office he/she shall fulfill the remaining term of the office of President; and serve as Chairperson of the Program Committee.

Section 3. The Vice President of Emergency Service shall be responsible for providing liaison between the Club and units of the Amateur Radio Emergency Service (ARES), the Radio Amateur Civil Emergency Service (RACES), National

Traffic System (NTS) and others, in support of emergency communication preparedness in the community. He/She shall coordinate with other club officers to provide resources of equipment and personnel to support training and emergency activities.

Section 4. The Secretary. He/She shall keep an accurate record of all official meetings of the Club, which may be read on request. The Secretary shall keep a copy of the Articles of Incorporation and Bylaws present at all times; shall effect all changes and additions in same; shall permit same to be consulted by members upon request. The Secretary shall keep a roster of all members, and the current status of these members; have membership applications at all times; shall carry on all necessary correspondence for the club; shall read all communications. If so authorized by the Treasurer, the Secretary may accept dues in conjunction with applications for membership or for renewal of membership

Section 5. The Treasurer. He/She shall keep an accurate and current record of all monies received and disbursed by the Club; shall read all bills; shall show receipt for all bills paid and monies received. The Treasurer shall pay no bill without the approval of the Club vote; shall submit at the end of each quarter an itemized statement of all receipts and disbursements. The Treasurer shall deposit all monies received in the Bank approved by the Board Of Directors. The Treasurer may authorize the Secretary to deposit dues received, provided a full accounting of such deposits are made to the Treasurer. The Treasurer shall be the Property officer and have custody of, and safeguard, keep in good order, and report who is in possession of club property when the final statements are presented. When a new Treasurer is elected, an audit shall be made by a committee appointed by the President and consisting of three (3) members. At the expiration of the Treasurer's term all the property and records belonging to the Club will be turned over to the new Treasurer.

COMMITTEES

Section 1. The President shall appoint the Chairperson of each Standing Committee and appoint other committees as needed. The duties of each Standing Committee shall be as prescribed by the Board of Directors.

Section 2. Special Committees may be established for any purpose on an ad-hoc basis by the President or the Board of Directors.

Section 3. Standing Committees shall include, at a minimum, are described in sections 4 through 12 of this article. All standing committee chairman shall be published in the membership roster.

Section 4. Program Committee. This committee assists and is responsible directly to the Vice President.

Section 5. Education Committee will be prepared to offer and teach Technical, General and Extra License classes whenever the Board of Directors find it necessary.

Section 6. Field Day committee shall be responsible for the organization and operation of the ARRL Field day event.

Section 7. The Ham fest Committee shall be responsible for the organization and operation of the ham fest. Ham fest Committee responsibilities shall include, but not necessarily be limited to: Food, Parking, Advance ticket sales, Advertising, Gate ticket sales, Banking, Table rentals and Flea market operation.

Section 8. Public Information Committee shall inform the general public of meetings, events and activities of the MCARC and in general, act to promote Amateur Radio to the general public.

Section 9. The Technical Committee shall be available to members who request technical assistance in amateur radio; make recommendations to the board on technical matters affecting the amateur community as a whole; and provide guidance in the planning of the technical aspects of MCARC projects and activities.

Section 10. The Webmaster Committee shall be responsible for the installation and maintenance of the MCARC World Wide Web Site. The web site shall be used to inform both members and the general public about MCARC activities and to provide the means for interactive communications between the members and between potential members and the club officers.

Section 11. The Newsletter Editor shall be responsible for the publication and including it in the MCARC web site and mailing it to those members who do not have computer access. The newsletter shall be used to inform the membership of meetings, notices as required by the Bylaws, events, activities and other items of interest relating to club events and Amateur Radio.

Section 12. Net Committee shall be responsible for all activities associated with the K9MCE social and informational net.

ELECTION OF OFFICERS

Section 1. At the July meeting, the President shall appoint a nomination committee consisting of three (3) regular members. The Nomination committee shall appoint their own Chairperson. Those members desirous of running for an office may submit their names to the Nominating Committee Chairperson, or members of the nominating committee. The Nominating Committee shall meet prior to the September meeting and select a slate of nominees from among those members who are willing to serve for the following year. One or more members may be nominated for each office. The Chairperson of the Nominating Committee shall announce the slate of candidates at the August meeting after which nominations from the floor may be made. No person may be nominated from the floor who is not present unless that person has expressed to an officer or a member of the nominating committee his/her consent to be nominated and expressed a willingness to serve if elected.

Section 2. Not less than fifteen (15) days prior to the Annual Meeting in September, the Secretary shall prepare and mail to each member of the Club, except Associate Members, a ballot containing the names of the candidates for each office. The ballots shall be returned to the Secretary either by mail or in person in a sealed envelope provided by the secretary. Ballots must be returned prior to the time the Secretary gives them to the tellers to be tallied.

Section 3. The President shall, at the annual meeting in September appoint a committee of three (3) members who are not Officers, Directors, or members of the Nominating Committee to count the ballots.

Section 4. The results of the voting shall be announced by the spokesperson of the Nominating Committee as the last item of "old business" on the agenda. In case of a tie vote for any office, the winner shall be determined by the toss of a coin.

Officers elected shall be installed at the Annual Meeting as the first item of “new business” on the agenda.

EXPENDITURES

The Treasurer shall incur no single obligation against the Club Treasury in excess of Seventy Five (75) DOLLARS without prior approval of the membership.

CLUB STATION TRUSTEE

The Board of Directors shall elect a Club Station Trustee to serve for a period of five (5) years or until the expiration of his/her Amateur Radio Operators License. The Trustee shall hold a valid Amateur Radio Operators License of the General Class or higher, and shall be a regular member of the Club. The Club Station trustee may be removed by a majority vote of the membership.

DUTIES OF CLUB STATION TRUSTEE

The Trustee shall apply for and hold, in the name of the Club, and Amateur Radio Station License. He/She shall also control or supervise the operation of the Club owned communication equipment and perform other functions as may be delegated by the Board of Directors.

QUORUM

At all regular or special meetings, at least five (5) regular members shall constitute a quorum for the transaction of business. No meeting shall be held without an officer present.

January 23, 1991

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