

# Maury Amateur Radio Club Constitution and Bylaws



January 12, 1995

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# CONSTITUTION

## ***PREAMBLE***

The Maury Amateur Radio Club, a non-profit unincorporated association formed in the state of Tennessee hereby adopts the following constitution.

We the undersigned, being licensed Amateur Radio Operators, wishing to attain for ourselves the pleasures of association with persons having like interests in Amateur Radio do hereby enact this constitution as the LAWS of our organization. It shall be our purpose:

- To promote Amateur Radio;
- To provide for the common good of the community as we can through our expertise in communications;
- To recognize and bring honor to Amateurs that distinguish themselves through their actions, service or skills;
- To provide services to Amateurs under the ARRL Special Services Club program;
- To promote goodwill and fraternalism among Amateurs;
- To maintain and operate a repeater for the use of all licensed Amateur Operators with the required privileges;
- To sponsor and encourage the VE Testing program

## ***ARTICLE I NAME***

This organization shall be known as the MAURY AMATEUR RADIO CLUB, herein referred to as MARC.

## ***ARTICLE II MEMBERSHIP***

Membership is open to all persons interested in the purposes of this organization. Membership shall consist of Regular and Family.

## ***ARTICLE III ADMINISTRATION***

### **Section 1. Board of Directors**

There shall be a Board of Directors which consist of the following members:

- A. The Officers: President, Vice-President, and Secretary-Treasurer

- B. The immediate Past President, Newsletter Editor, and Committee Heads as required on specific matters.

### ***Section 2. Policies***

The Board shall determine all questions of policy subject to ratification by the membership and shall administer the affairs of MARC under the Constitution and Bylaws.

### **Section 3. Voting**

If any Board member holds more than one position, that person will be entitled to one vote only.

### **Section 4. Minutes**

A record of all actions of the Board will be made available to the members at the next scheduled meeting for discussion and approval as required.

## ***ARTICLE IV OFFICERS***

### **Section 1. Officers**

The officers of MARC will be: President, a Vice-President, a Secretary, and a Treasurer.

The office of the Secretary and Treasurer may be held by the same person which has historical precedence within MARC.

### **Section 2. Term of Office**

The term for all officers of MARC will be one (1) year. Elections will be held in August with the candidates elected taking office at the September meeting. Officers may succeed themselves in any office.

### **Section 3. Vacancies**

Vacancies occurring between elections must be filled as provided by the Bylaws.

## ***ARTICLE V MEETINGS***

### **Section 1. General Membership**

There shall be a monthly meeting of the general membership of MARC.

### **Section 2. Board of Directors**

The Board of Directors will meet as required; when the President calls such meeting or when two (2) members of the Board deem a special meeting necessary.

## **ARTICLE VI AMENDMENTS**

Proposals for amendments to the Constitution shall be submitted by any ACTIVE member of MARC in writing to the Secretary. The Board of Directors will review the proposal with the submitter for consistency and continuity with the Constitution and Bylaws.

The Board of Directors will prepare the proposed amendment for review by the membership, along with a statement of support or nonsupport.

The Membership will be required to vote on the proposal and the Secretary will announce the results. For the Constitutional amendment to be enacted, a two-thirds majority of the membership is required (not members present).

## **ARTICLE VII DISSOLUTION**

Dissolution of MARC must be authorized at a Regular Meeting of the general membership or a ballot for dissolution must be mailed to all active members. A two-thirds majority is required for this action, but any member willing may reactivate MARC if ten (10) members wish. Upon dissolution, all assets of MARC will be donated to a recognized charity or charities as selected by the Board of Directors.

### **Signed**

January 12, 1995

Dale Adams, KA4ZDR

Thomas P. Hughes KM4ES

George T. Russell WB4JCR

*Original signed document is on file with the Secretary/Treasurer*

# **BYLAWS**

## ***ARTICLE 1 MEETINGS***

### **Section 1. General Membership**

A regular meeting of MARC will be held each month on the second Thursday. The officers may change the time and date to allow for special events. A program of interest to the members may be provided by the Program Committee. A picnic may replace the general meeting during summers months or a gathering at a Field Day site may replace a meeting. It is wished that a varied meeting format be used to maintain interest in the member attendance.

### **Section 2. Board of Directors**

The board of Directors will meet as required to perform their duties or when called.

### **Section 3. Proxy Vote**

Any member may have another vote in their place by giving permission in writing. This permission must be presented prior to use.

## ***ARTICLE II OFFICERS***

### **Section 1. President**

The President shall preside at all meetings of the membership and the Board of Directors. He/she will be an ex-officio member of all committees except the Nominating Committee. He/she shall enforce the Constitution and Bylaws, decide all questions of order, sign all official documents adopted by MARC and perform all customary duties pertaining to the office of President. The President will appoint such committees as he/she may deem necessary.

### **Section 2. Vice-President**

The Vice-President shall perform the duties of the President in his/her absence or when the President is unable to perform the duties of the office.

### **Section 3. Secretary**

The Secretary shall keep a record of the proceedings of all meetings. In addition the Secretary will keep an accurate list of all members and provide such list to the Newsletter Editor and Treasurer. He/she will conduct the general correspondence of MARC and maintain official records. At the expiration of his/her term all MARC records will be turned over to his/her successor.

## **Section 4. Treasurer**

The Treasurer shall receive, provide receipts, and account for all MARC funds. He/she will expend no MARC money without proper authorization, except for normal monthly expenses designated by the membership. At the end of each year or term of office, and itemized statement of disbursements and receipts will be provided to an auditing committee or the incoming Treasurer. At the end of his/her term all funds and records will be turned over to MARC for use by his/her successor.

## ***ARTICLE III ELECTIONS***

### **Section 1. Officers**

There shall be a Nominating Committee appointed by the Board of Directors in July of each year. This committee will consist of three members in good standing. The committee will bring a slate of officer candidates to the membership which will consist of at least one person for each officer position. The chairman of this committee will be the Past President, who will supervise and validate the selection of all candidates. Prior to election, all persons selected must confirm that they are willing to perform the duties required of the office nominated for.

### **Section 2. Eligibility of Officers**

To be eligible for nomination and to hold office a member must:

- A. Be an active member of MARC in good standing for at least one year
- B. Hold an active Amateur Radio Operators license
- C. Be 18 years of age

## ***ARTICLE IV VACANCIES***

### **Section 1. President**

The Vice-President shall automatically become President for the remaining portion of the term, if the office of the President should become vacant for any reason.

### **Section 2. Other Officers**

Vacancies of other officers shall be filled by a majority vote of the Board of Directors for the remainder of the unexpired term.

### **Section 3. President and Vice-President**

In the event of the vacancies of both the President and Vice-President the members of the Board of Directors will preside until a Special Election can be held.

#### **Section 4. Appointed Officials**

If the position of any appointed official becomes vacant, the Board of Directors will appoint a replacement. The action of the Board will be made known at the next regular meeting.

### ***ARTICLE V FINANCES***

#### **Section 1. General Fund**

Except as herein provided, all money received by MARC shall be deposited in a financial institution selected by the Treasurer and approved by the Board. Routine operating expenses of MARC shall be authorized by the Officers. Other expenditures from the General Fund must be approved by the membership.

#### **Section 2. Special Funds**

The Officers with the approval of the membership may set aside funds for special purposes. Expenditures from these funds shall be provided by rules adopted by the members at the time such funds are set aside.

### ***ARTICLE VI MEMBERS***

There shall be two (2) categories of members, regular and family. A regular member is a single person who pays yearly dues and has no other Amateurs in the immediate household. A family member abides in the same residence and is related to a regular member. Each regular member has one (1) vote and each family membership has one (1) vote. IE. A regular member is married to another Amateur in which case they have one (1) vote between them. If both Amateurs in a household are dues paying regular members they each have one (1) vote.

### ***ARTICLE VII DUES, FEES, ASSESSMENTS***

#### **Section 1. Dues**

Dues shall be \$24.00 for one (1) year.

#### **Section 2 Period**

The period of membership will be twelve consecutive months from the month dues are paid. The membership roster in the Newsletter will show the date dues are due. An asterisk will denote past due dues and will run for three months after which membership will be terminated. Reinstatement is automatic with dues payment to the Treasurer. Reinstatement takes effect on the anniversary date which is the date the membership expired.

#### **Section 3 Fees and Assessments**

Special purpose fees or assessments may be made for unique purposes as deemed by the membership. Events covered by these may be limited to those that choose to pay such fees.

## **ARTICLE VIII APPOINTED OFFICIALS**

### **Section 1 Awards**

MARC will appoint a person to oversee awards programs as provided by the ARRL and those created by MARC.

### **Section 2 Newsletter Editor**

The Board will appoint an active member to fill the position of Newsletter Editor. This office may be held concurrently with any other elected or appointed. The Editor will present all expenses over \$100.00 to the general membership for approval but normal operating funds will be reimbursed directly from the Treasurer.

### **Section 3 Emergency Coordinator**

A local Amateur will be appointed to the ARRL Section Position of Emergency Coordinator. Although MARC has no direct control over this official, close cooperation is required as most assets of this position come from the members of MARC. Any and all assistance that can be rendered is urged. Special Funds may be used to assist the formation of emergency reaction teams, nets, or to purchase needed equipment. SKYWARN and other worthy projects may be under this position or staffed separately.

### **Section 4 Station Trustee**

The Board will appoint a person or persons to maintain a 2 meter repeater and other station equipment as deemed necessary by the membership. Funds will be made available from the MARC General Fund to accomplish the goals set. The call sign of a trustee will be used on all automatic identifying transmitters as required by the FCC

### **Section 5 Historian**

The Board will appoint an active member to act as Historian. The Historian will solicit and archive information significant to the history of MARC.

### **Section 6 Legal Counsel**

The board will appoint a person to act as legal counsel if the need should arise. Funds from the General Funds may be made available if required.

### **Section 7 Sunshine Coordinator**

An active member will be appointed by the Board to act as Sunshine Coordinator. This person shall be responsible for receiving information regarding the health and welfare of members. The Sunshine Coordinator will recognize such situations with appropriate action. Funds are available from the Treasurer from the reimbursement of expenditures made by this Coordinator.

### **Section 8 Field Day Coordinator**

An active member shall be appointed to insure the continuing success of Field Day. This person will see that the required resources are gathered and a suitable site is available. Funds that are required will be made available from the members who wish to take part. Special funds may be used for Field Day from MARC if approved by the general membership.

### **Section 9 Net coordinator**

A MARC member who is also an ARRL member will be appointed Net Coordinator to supervise the MARC nightly two meter net.

### **Section 10 Program Coordinator**

The board will appoint a member of good standing to act as Chairman of the Program Committee. The chairman may select as many assistants as needed to provide a program or activity for each meeting. These programs may come from club members or the public.

### **Section 11 Special Appointments**

Special appointments may be made by the Board of Directors to fill special situations that require a committee.

### **Section 12 Miscellaneous**

All appointments are considered permanent unless otherwise specified at the time of appointment or a successor is named.

## ***ARTICLE IX AMENDMENTS***

Proposals for amendments to the Bylaws shall be submitted in writing to the Secretary. The Board of Directors will review the proposal for with the submitter for consistency and continuity with the Constitution and the Bylaws.

The Board will prepare the proposal for presentation to the members with a statement of support or nonsupport. The membership will be asked to vote on the proposal after any discussion or comments are made.

The Secretary will determine if the required two-thirds majority has voted to approve the measure. If the proposal is passed the Bylaws will be amended to show the change.

### **Signed**

January 12, 1995

Dale Adams, KA4ZDR

Thomas P. Hughes, KM4ES

George T. Russell, WB4JCR

*Original signed document is on file with the Secretary/Treasurer*