

Constitution and By-Laws of the Nashua Area Radio Club

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, constitute ourselves the Nashua Area Radio Club and enact this constitution as our governing law. It shall be our purpose to further the exchange of information and cooperation between our members, to promote radio knowledge, fraternalism, and individual operating efficiency, 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

Section 1

Any licensed amateur radio operator shall be eligible for full membership. Membership shall be by application upon such terms as the club shall by its By-Laws provide.

Section 2

Associate membership shall be offered to persons who are interested in becoming licensed amateur radio operators. Associate members shall enjoy all benefits, social, technical, etc., excepting the privileges of voting and holding office.

Section 3

Permanent membership may be offered to persons in recognition of their extraordinary contributions to the club and its goals as set forth in the preamble. Permanent membership shall be offered by a three-fourths vote of the membership in attendance at a meeting.

ARTICLE II - GOVERNING BODY

Section 1

The governing body of this club shall consist of an Executive Committee of seven (7) club members who are licensed Amateur Radio operators: President, Vice-President, Secretary, Treasurer, Program Coordinator, Activities Coordinator and Membership Coordinator.

Section 2

The members of the Executive Committee of this club shall be elected to an office for a term of one year by simple majority ballot of the members present at the December regular meeting.

Section 3

Vacancies occurring between elections must be filled by special elections at the first regular meeting following the occurrence of the vacancy.

Section 4

Member(s) of the Executive Committee may be removed by a three-fourths vote of the membership in attendance at a meeting.

ARTICLE III - DUTIES OF THE EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall meet at least once a month. At least one member of the Executive Committee shall preside at all meetings of this club, and conduct the same according to the rules adopted.

Section 2

The president shall lead the club meetings, serve as the chair of the Executive Committee, enforce due observation of this Constitution and By-Laws; decide all questions of order; and perform other duties customary to the office of President.

Section 3

The Secretary shall maintain the records of the club, carry on correspondence, read communications at each meeting and keep minutes of the regular and Executive Committee meetings and ensure that the minutes are available to the membership. Upon leaving office, the Secretary shall turn over everything in his possession belonging to the club to his successor.

Section 4

The Treasurer shall receive and receipt for all monies paid to the club; he shall keep an accurate account of all monies received and expended. He shall pay no bills without proper authorization by the club or its governing body. The treasurer shall present a summary of the club finances at each regular meeting. At the end of each quarter he shall submit an itemized statement of disbursements and receipts to the Executive Committee. Upon leaving office, the Treasurer shall turn over everything in his possession belonging to the club to his successor.

Section 5

In the absence of the President, the Vice-President shall assume the duties of that office. He shall perform tasks assigned by the President, within the framework of the Constitution and By-Laws.

Section 6

The Program Coordinator shall plan the program for the monthly club meetings, review the program schedule with the Executive Committee, and contact the program presenters to confirm their availability. The Program Coordinator shall provide additional potential programs in the event that a cancellation occurs.

Section 7

The Activities Coordinator shall coordinate, and report to the membership on, planned social or other club-related events. The Activities Coordinator shall provide a liaison between activity groups and the Executive Committee to help avoid scheduling conflicts and to ensure that planned activities have the support, promotion and resources needed for success. The Activities Coordinator shall maintain an updated activities calendar for the current club year.

Section 8

The Membership Coordinator shall receive and process all applications for club membership and transfer monthly the dues collected to the Treasurer. The Membership Coordinator shall maintain the roll of members, keep the membership applications for the year and shall provide the Executive Committee with regular updates on new members.

Section 9

Should a member of the Executive Committee temporarily not be able to continue their duties these duties shall be assumed by another member of the Executive Committee. Should the member of the Executive Committee permanently be unable to continue their duties, the position would be declared vacant, and filled according to Article II, Section 3.

Section 10

The Executive Committee shall be empowered to establish standing and temporary committees for the purpose of conducting various facets of club business (Program Committee, Contest Committee, Club Station Committee, etc.). These committees would report directly to the Executive Committee, and would otherwise be responsible for the proper execution of their designated tasks. They would at times report to the full membership. Any committee may be dissolved by the Executive Committee if it is judged to be improperly performing its duties, or has satisfactorily completed them.

Section 11

The executive committee shall prepare an operating budget for the club for the following year. The proposed budget shall be presented to the membership for review at the November regular meeting. The proposed budget will be brought to the membership for approval at the December regular meeting. A majority of the members present shall be required to approve the proposed budget. Once the budget is approved, the Executive Committee must bring recommendations for changes in specific budget

allocations or deletions or additions of allocation to the membership for review and approval. The Executive Committee can authorize expenditures within the budgeted amounts.

ARTICLE IV - MEETINGS

The By-Laws shall provide for regular and special meetings. At meetings, a minimum of ten members in good standing, or one hundred percent (100%) of the membership, whichever is less, shall constitute a quorum for the transaction of business.

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 within its objectives as set forth in the preamble. Non-payment of such dues or assessments shall be cause for expulsion from the club at the discretion of the membership or Executive Committee.

ARTICLE VI - AMENDMENTS

This Constitution or the By-Laws may be amended by a three-fourths vote of the membership in attendance at a meeting. Proposals for amendments shall be submitted in writing at a regular meeting and shall be voted on at the following regular meeting, provided all members have been notified by mail of the intent to amend the Constitution and/or By-Laws at said meeting.

ARTICLE VII - RULES

The Executive Committee shall use Robert's Rules of Order to govern all proceedings.

BY-LAWS

Section 1 - CONSTITUTION & BY-LAWS

It shall be the duty of the Secretary to keep the Constitution and By-Laws of the club and have same with him at every meeting. He shall cause all amendments, changes, and additions to be noted thereon and shall permit the same to be consulted by members on request.

Section 2 - MEMBERSHIP

Applications for membership shall be submitted in writing. Each applicant must express a willingness to abide by the Constitution and By-Laws and other rules of the club.

Section 3 - MEETINGS

Regular meetings shall be held monthly at such time and place as the Executive Committee shall order. Special meetings shall be called by the Executive Committee upon the written request of any ten club

members. Notices shall be sent to members concerning special meetings and the business to be transacted. Such notices shall be sent so that in the ordinary postal delivery they arrive not less than 24 hours before the meeting time.

Section 4 - DUES

Part A

A regular annual assessment of twenty dollars (\$20.00) per member, unless modified by Part B through Part D, is hereby assessed in accordance with provisions of Article V of the Constitution for the purpose of providing funds for current expenses and club insurance.

Part B

Members of the club who are immediate family members (spouse, children, and/or parent(s)), residing in the same household, of a full member of the club shall be assessed dues per the following schedule:

- a. First full member: full annual assessment.
- b. Second club member within the same family: one-half (1/2) the full annual assessment.
- c. All remaining club members within the same family: no assessment.

Part C

Members of the club who are full-time students or who are sixty-five(65) years of age or older shall be assessed annual dues of fifteen dollars (\$15.00).

Part D

Permanent members are exempt from any assessment of dues.