

North Ottawa Amateur Radio Club

Constitution

Preamble

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of people commonly interested in Amateur Radio, constitute ourselves the North Ottawa Amateur Radio Club (NOARC) of Grand Haven, Michigan, and enact this constitution as our governing law. It shall be our purpose to have NOARC members use their common and individual resources:

- For the benefit of not-for-profit community events and educational activities related to the science of Amateur Radio and public service communications.
- To serve the community in emergency communication services.
- Promote radio knowledge and technology, individual operating efficiency and fraternalism.
- And to conduct Club programs and activities to advance the general interest and welfare of Amateur Radio in the community.

Article I Membership

All people interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application and election upon such terms as NOARC shall provide in its By-Laws. Membership may not be denied because of race, creed, color, religion, gender, sexual orientation, political affiliation, marital status, or any other reason that would be biased or prejudicial.

Article II Officers

Section. 1. Offices

The officers of NOARC shall be President, Vice-President, Secretary, Treasurer, and Activities Director. Officers must be Full members of NOARC and over the age of eighteen. The office holders constitute the Board of Directors (BOD). Minutes of the Board of Directors meetings shall be included in the proceedings of NOARC at its next regular meeting.

Section. 2. Election

The officers of NOARC shall be elected on an odd/even term of two calendar years. The President and Treasurer will serve a term of two years with elections for these positions held in odd numbered years. The Secretary, Vice-President, and Activities Director will serve a term of two years with elections for these positions held in even numbered years. The slate of candidates will be presented by the current BOD at the regular September NOARC meeting and be voted on by the club membership during the regular October meeting. Election of candidates will be determined by majority vote of those Full members present at the October meeting. The terms of elected officers start on January 1st.

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Section 3. Term limits

An individual may not hold the same office for more than two consecutive terms and may not serve more than three consecutive terms as an officer. An individual may not hold more than one office during the same term. Members ineligible to run in the current election may run for election after a one-year absence from the BOD at which time term limits will be reset.

Section. 4. Vacancies

Vacancies occurring between elections will be filled by appointment by the BOD.

Section 5. Eligibility

To hold an office an individual must be a Full member for at least one year and hold a valid Amateur Radio license.

Section 6. Resignation

Any officer may resign his/her position in writing at which time all records and assets of NOARC in his/her possession will be turned over to the President or Vice President.

Section 7. Removal of Officers

Officers may be removed from office for cause upon written petition of six (6) or more Full members presented to the President or Vice President. After investigation the petition will be presented to the membership at the next regular meeting of NOARC. Removal of an officer requires a three-fourths vote of those holding Full membership present and voting.

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 By-Laws; decide all questions of order; sign all official documents adopted by NOARC and perform all other duties pertaining to the office of President. The President will be an authorized signer on all Club finance accounts.

The President shall foster and guide public relations. He/she shall oversee and/or delegate the maintenance of NOARC's electronic presence and reputation in the wider community (including, but not limited to), the NOARC website, Facebook page, and email reflector.

The President, at the completion of his/her term in office will turn over everything in his/her possession belonging to NOARC to his/her successor.

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Section. 2. Vice President

The Vice-President shall assume all the duties of the President in his/her absence.

He/she shall maintain close liaison with the ARRL's local ARES® Emergency Coordinator and the Ottawa County Emergency Communications (OCEC) Team as well as other local public safety agencies and organizations to further Club participation in public service events and incidents. The Vice-President may delegate certain public service responsibilities to other Club members, as he/she deems appropriate.

The Vice-President, as part of his/her duties will be to participate with the Activities Director in planning meetings and other Club events.

At the end of his/her term, or at the request of the President, the Vice President shall turn over everything in his/her possession belonging to NOARC to the President or to his/her successor.

Section. 3. Secretary

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of those in attendance at each meeting, keep record of all Club correspondence, read communications at each meeting, keep and catalog all Club documentation and maintain an archive file of all past and current copies of all Club documents and correspondence, and e-mail meeting notices to each member, as a permanent record of Club activity.

The Secretary will also maintain a Club Asset Inventory containing Date of Acquisition, Cost, Make, Model#, Serial#, where it is being stored, and the person to whom it is assigned. He/she will maintain a record of all Club account passwords and be in possession of copies of all keys for Club sites and equipment.

At the end of his/her term, or at the request of the President, he/she shall turn over everything in his/her possession belonging to NOARC to the President or his/her successor.

Section. 4. Treasurer

The Treasurer shall receive and receipt all monies paid to NOARC; maintain the membership roster, keep an accurate account of all monies received and expended. The Treasurer shall make no disbursements of funds over \$400.00 without proper authorization either by NOARC or the Board of Directors. Expenditures over \$1,000.00 must be approved by a majority vote of Full members present and voting at the next Club meeting. The Treasurer will be an authorized signer on all Club financial accounts.

Written monthly financial and annual reports following established reporting norms including starting balances, disbursements, receipts, and ending balances for each fund. The Treasurer is responsible for maintaining and reporting on the following accounts: Checking Account, Money Market Saving Account, Petty Cash, Community Foundation Fund and any other financial account authorized by the Board of Directors. All income and expenses are to be paid through the club checking account. The Treasurer is responsible for completing the required

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state and federal financial reports (501c3 and other tax reports in a timely fashion) with copies filed with the NOARC Secretary. Monthly itemized statements for all fund accounts shall be reported to NOARC membership at the following month's meeting, reported in the minutes of the meeting, and filed with the club Secretary.

At the end of his/her term, or at the request of the President, he/she shall turn over everything in his/her possession belonging to NOARC to the President or his/her successor.

Section 5. Activities Director

The Activities Director shall organize Club activities, plan and recommend contests for operating benefits, and advance Club interest and activity as approved by NOARC.

At the end of his/her term, or at the request of the President, he/she shall turn over everything in his/her possession belonging to NOARC to the President or to his/her successor.

Article IV Finance Committee

The Finance Committee is responsible for reviewing NOARC's financial history and activity in Club accounts on an annual basis. The committee will review all required state and federal documents filed on behalf of NOARC. The committee will report on their findings and recommendations for any changes to NOARC membership annually at the regular February club meeting after completing the review. Members are appointed by the Board of Directors on an annual basis.

Article V Meetings

By-Laws shall provide for regular and special meetings. Robert's Rules of Order, the current edition, shall govern proceedings.

Article VI Dues

NOARC, by majority vote of those Full members present and voting 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. Non-payment of such dues or assessments shall be cause for removal from NOARC rolls within the discretion of the membership.

Article VII Club Call sign

NOARC BOD's may elect to apply for a club call sign as provided by FCC rules Part 97. The Trustee will be appointed by the BOD on an annual basis. The trustee shall be a Full member of NOARC, meet FCC requirements, hold an Extra Class License, and not had his/her Radio Amateur licensed revoked or sanctioned at any time.

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Article VIII Dissolution of The Club

Section 1. Termination of Operations

Should the Board of Directors recommend that NOARC be dissolved, the motion for dissolution must receive more than two thirds the vote of the Full members, present and voting at the next regular Club meeting.

Section 2. Disposition of Assets

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

Article IX Amendments

Section 1. Amendments to the Constitution

Proposals for amendments to the Constitution shall be submitted in writing at a regular meeting and may not be voted on until the next regular meeting. The NOARC Constitution may be amended by a two-thirds vote of the Full members who have voted either by being present using paper ballots or have submitted an absentee ballot by either regular mail or electronic means; the process which will be determined by the BOD. Absentee ballots must be submitted prior to the meeting to the NOARC Secretary.

Section 2. Amendments to the NOARC By-Laws

Proposals for changes to the By-Laws shall be submitted in writing at a regular meeting and may not be voted on until the next regular membership meeting. The NOARC By-Laws may be amended by a two-thirds vote of the Full members present.

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By-Laws

Section 1. Secretary

It shall be the duty of the Secretary to keep the Constitution and By-Laws of NOARC and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions to the constitution and shall permit it to be consulted by members upon request. The Secretary will post the current version of the Constitution and By-Laws on the NOARC website and/or NOARC-group e-mail reflector files section.

Section 2. Membership

- a. Full membership is open to licensed radio amateurs whose dues are current. Full membership includes all Club privileges as well as being eligible to vote and hold office. A person becomes a full member on the next calendar day after payment of dues.
- b. Associate membership is open to those individuals who are currently unlicensed and have paid Club dues. Associate membership includes all Club privileges but are ineligible to vote or to hold office or committee positions.
- c. Inactive membership includes former members who have not renewed their membership. Inactive members may remain on NOARC's non-member mailing list but are ineligible to vote or hold Club office or committee positions.
- d. Applications for membership shall be submitted to the Treasurer at regular Club meetings or electronically via the Club's website.

Section 3. Dues Fees and Assessments

Annual dues of \$10.00 per member are hereby assessed in accordance with the provisions of Article VI of the Constitution for the purpose of providing funds for expenses. Membership runs on a calendar year basis. Dues are payable by January 1 for the following year. Any member whose dues are not paid by March 1 will be considered inactive and removed from the Full membership roster. Termination of membership either by resignation or removal does not constitute a refund of dues paid.

The President, at their discretion, may grant a free one-year Full membership to newly licensed amateur radio operators.

Section 4. Meetings

Regular meetings shall be held on the fourth Thursday of each calendar month unless adjusted for the convenience of members (for holidays, etc.) by the majority vote of the Board of Directors.

Special meetings may be called by the President upon the written request of any five Club Full members. E-mail notices shall be sent to Full members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent via group e-mail reflector so that they arrive not less than 24 hours prior to the start of that meeting.

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Section 5. Elections

A slate of candidates will be presented by the Board of Directors at the regular August meeting. Additional nominations may be made by Full members present at this meeting. Officer elections will be held annually at the regular September meeting. Those elected will assume their respective offices on January 1 of the following year.

Voting for contested officer positions will be decided by majority vote of the Full members who have voted either by being present using paper ballots or have submitted an absentee ballot by either regular mail or electronic means; the process which will be determined by the BOD. Absentee ballots must be submitted prior to the meeting to the NOARC Secretary. Upon completion of voting, all paper and electronic ballots will be destroyed or permanently deleted.

In the case of an unopposed slate the President may entertain a motion for the Secretary to cast a single ballot.

Section 6. Insurance

NOARC will indemnify officers and members against actions/suits that result from participating in Club activities. NOARC will maintain a liability insurance policy to fund this protection.

Section 7. Special Project Committees

Special project committees may be formed or dissolved by the Board of Directors as they deem appropriate. Appointments are for a period of one year on an annual calendar basis by the BOD. A letter of interest should be submitted to BOD by interested parties.

a. Technology Committee

The Technology Committee is responsible for planning, implementation, and maintaining an inventory of NOARC repeaters, computers, network equipment, Field Day and other event equipment, meeting broadcast equipment and other associated equipment. Upon revision to the inventory list, a copy will be provided to the NOARC Secretary for filing. Members are appointed by the Board of Directors on as needed basis.

b. Estate Committee:

The Estate Committee of not less than 3 members will assist in helping the family of a Club member who has become a Silent Key to liquidate amateur radio equipment. The Estate Committee will only take possession of property that the Estate is donating to NOARC. A detailed inventory and pictures, when appropriate, will be taken of all donated property. The Estate representative will sign the inventory and indicate in writing that the inventory on the list is being donated by the Estate to NOARC. No Inventory will be removed by NOARC members until the documentation has been signed. The committee will follow the policy set by the Board of Directors in this endeavor. Members are appointed by the Board of Directors on as needed basis.

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Section 8. Emblem

The seal of the North Ottawa Amateur Radio Club shall be:

