

# CONSTITUTION

## Article I DESCRIPTION OF ORGANIZATION

- Section A** The name of this Club organization shall be the Southern Michigan Amateur radio Society (SMARS) and shall be so listed on all club documents.
- Section B** Full membership shall be available to any persons possessing a valid Amateur Radio License and who is interested in promoting amateur radio and who will abide by the Club Constitution and By-Laws. If requested, a copy of the Constitution and the By-Laws shall be provided to each new member at the time of initial membership. Any person who is interested in Club activities but does not hold a valid Amateur Radio License may join the Club as an "associate member". Membership dues shall be the same for an associate as for a regular full member. However, an associate member shall not have voting privileges nor be eligible to hold Club office.
- Section C** For the purposes of club membership only, an amateur whose license has expired, but is within the current FCC grace period for renewal, shall be considered as licensed.

## Article II OFFICERS AND THE BOARD OF DIRECTORS

- Section A** Duly elected officers of this Club shall consist of a President, a Vice-President, a Secretary, a Treasurer and either the Past President or a Member at Large. These officers shall also be members of the Board of Directors.
- Section B** The immediate past President of the Club shall also be a member of the Board of Directors. In the event the current President is re-elected to the Presidency or to any other Club office; a fifth member of the Board of Directors, the Member-at-Large, shall be elected by the general membership. If elected, the Member-at-Large shall serve in place of the Past President.
- Section C** All elected officers shall, prior to assuming their responsibilities, have paid their current membership dues.
- Section D** All elected officers, including the past president or his elected replacement, shall comprise a governing body known as the Board of Directors and shall assume the responsibilities of administering all Club functions and activities.
- Section E** The Board of Directors shall, in the event of a vacancy of any office of the Club, appoint from the membership a member to fill the unexpired term of said office. A vacancy exists when a member of the board resigns, dies, or is otherwise absent from his or her duties for more than 60 days and the remainder of the board so declares by a majority vote.
- Section F** The Board of Directors shall in the event of vacancies of two or more offices provide for a special election to be held in accordance with the By-Laws governing all elections.
- Section G** Board members shall not receive any compensation or remuneration for the performance of their duties.

**Section H** No person who is elected or appointed to more than one position on the Board of Directors shall be entitled to more than one vote at any meeting of the Board of Directors. No person may hold more than two positions on the board.

## **Article III DUTIES OF OFFICERS AND APPOINTED BOARD MEMBERS**

**Section A** The President shall preside at all regular and special meetings of the Club. He shall sign all documents pertaining to Club functions and shall appoint committees as deemed necessary by the Board of Directors to promote Club activities and interests; He shall also conduct all business as outlined by the Constitution and By-Laws.

**Section B** The Vice-President shall assume all duties of the President when a temporary absence of the President exists. He shall serve as a liaison between assigned committees and the Board of Directors. He shall be responsible to the Board of Directors for proper election procedures. He shall also be responsible for maintaining written records of all Club property.

**Section C** The Secretary shall keep a record of the proceedings of all meetings, record all correspondence and communications received, and shall report to the Board of Directors.

**Section D** The Treasurer shall keep records pertaining to the membership roll, dues collected, and all funds received. He shall process all applications for membership. He shall pay all bills and expenses as directed by the Board of Directors, keeping an accurate record of all such transactions.

**Section E** The Board of Directors shall create an Advisory Committee consisting of the Technical Engineer, the Club Station Trustee, and the Hamfest Chairman and the Chairpersons of all standing and temporary committees. Each of these standing committees shall have written guidelines specifying the duties and limitations of said committee.

- 1) The Technical Engineer shall be responsible for the maintenance of all Club equipment. He shall be assisted by the Board, general membership, or outside services as required. He shall further act as resident expert, advising and recommending purchase of new equipment and/or modifications of current equipment to maintain state-of-the-art amateur radio operations by the Club.
- 2) The Club Station Trustee shall have the primary responsibility of the club Amateur Radio license together with the assigned call sign as well as being responsible for instructing and advising on proper operation of Club radio activities in accordance with FCC regulations. He shall further advise on special use of the Club call sign, repeaters, etc., for public service events, etc.
- 3) The past President shall perform any special tasks as requested by the current President and shall advise as to the status of existing programs to assure continuity of such programs.

- 4) The Hamfest Chairman shall coordinate and organize preparations for Club sponsored Hamfests. He shall report to the Board and to the general membership the status of such preparations and shall also report results upon completion.
- 5) Additional Standing Committees shall be created as necessary by this Board of Directors.

**Section F** The Board of Directors shall conduct all Club business, being responsible to the membership for their actions. They shall schedule regular meetings for this purpose separate from the meetings of the general membership. Attendance at these meetings by three or more Board members shall constitute a quorum. A majority vote on any motion before the Board shall be considered as carried. Robert's Rules of Order shall govern all proceedings and meetings of this Club.

**Section G** The Board shall, at least once annually, review the Constitution and the By-Laws for any possible additions, deletions, or changes. Any such action recommended by the Board may be ratified only through the amendments process specified by the Constitution.

**Section H** An officer of the Club may be removed from office for any reason by a two-thirds majority vote of those present at a regularly scheduled meeting of the general membership.

## **ARTICLE IV AMENDMENTS TO THE CONSTITUTION OR BY-LAWS**

**Section A** Any article or section of the Constitution or By-Laws may be amended. Any proposed amendment must be presented for consideration at a regularly scheduled meeting of the general membership at least thirty (30) days prior to any vote being taken. A two-thirds majority vote of those present at a regularly scheduled meeting of the general membership shall be required to ratify a proposed amendment.

## **ARTICLE V DISSOLUTION**

**Section A** The club shall be dissolved if any of the following apply:

- 1) There are not at least 3 officers to serve as a board.
- 2) If at any regularly scheduled meeting of the general membership the membership decides the matter by a two-thirds majority vote of the members present.

**Section B** In the event of dissolution, the assets of the club shall first be used to pay any outstanding debts. Any remaining assets shall be donated to a qualified non-profit organization as the board directs.

# BY-LAWS

## Section I ELECTIONS

- (A) The elections of any candidate to any office shall be a written ballot. The candidate for any office who records the largest number of votes shall be considered duly elected to that office.
- (B) In the event of a tie vote for any office, the ballots shall be held in abeyance until all other offices have been filled. At that time a second ballot shall be taken for the office.
- (C) The election of officers shall be held in October of each calendar year. Elected officers shall assume their respective offices at the next regularly scheduled meeting. January 1st shall constitute the start of the fiscal operating year pertaining to Club membership dues.

## Section II COMMITTEES

- (A) All committees appointed by the President shall be responsible to the Vice-President who shall provide a report of their activities at each club meeting.
- (B) The election committee shall consist of the Vice-President and two members appointed by the President. This committee shall have jurisdiction in preparing and conducting the election of the officers. The election committee shall prepare a proposed list of candidates for each office and advise all members at least thirty (30) days in advance of the annual election of officers. Additional nominations from the general membership for Club offices shall be accepted from the floor at the election meeting.

## Section III MEMBERSHIP

- (A) Membership in the Club shall be considered through written application.
- (B) Full membership in the Club entitles said member to all Club privileges including participation in all Club activities, voting rights, and eligibility to hold Club office.
- (C) An associate member shall enjoy all Club privileges with the exception of voting and eligibility to hold Club office.
- (D) Family membership at a nominal additional annual fee shall be available to any member of a Club member's immediate family residing at the same address.
- (E) Membership is defined as having all current dues and assessments paid. A full member shall not have voting privileges nor shall be allowed to assume the responsibilities of any office to which he may have been duly elected until all such current dues and assessments have been paid.

## **Section IV DUES**

- (A)** Beginning with the 2019 membership year, dues shall be assessed annually at the rate of \$15.00 per year and shall be payable on or before the 1<sup>st</sup> meeting in January of each year.
- (B)** The rate for dues may be increased by a majority vote of the membership present at any regularly scheduled meeting. If such an increase is approved, it shall become effective starting with the next membership year after the increase is approved.
- (C)** Applications for **new** membership after April 1st of each year shall have their dues prorated for the remainder of the fiscal year at the rate of \$1.00 per month remaining. This provision applies to new membership only.
- (D)** For family memberships, the additional dues fee shall be \$1.00 annually for each additional family member. This fee is not subject to prorating for new membership.
- (E)** Upon application, newly licensed amateurs shall receive membership for the remainder of the calendar year in which they are first licensed at no charge.

## **Section V MEETINGS**

- (A)** Regular meetings of the general membership shall be held as designated by the Board of Directors and or membership. If required, special meetings of the general membership may be called by the President. All Club members must be notified by mail, e-mail, telephone or in person at least 48 hours in advance of any such special meeting.