

# CONSTITUTION & BY-LAWS of the SOUTHEAST MISSOURI AMATEUR RADIO CLUB

Revised April, 2015

Revision Committee:  
Barry Doyle, ACØWL  
Ernie Chiles, WØRMS  
Carl Black, KEØBKI  
Klaus Mueller, KDØNAV  
Penny Wheeler, KDØGXZ  
Karen Eidson, KDØWXX  
Judy Bradley, KCØWXS

## ***Index***

### **Constitution**

[Name and Location](#)

[Purpose](#)

[Membership](#)

[Officers](#)

[Duties Of Officers](#)

[Meetings](#)

[Dues](#)

[Committees](#)

[Expenditures](#)

[Amending](#)

[By-Laws](#)

[Length Of Year](#)

[Type Of Ballot](#)

[Amendments](#)

### **By-Laws**

[Location](#)

[Meetings](#)

[Fees](#)

[Government](#)

[Elections](#)

[Officers And Directors](#)

[Committees](#)

# Constitution

## **ARTICLE I NAME AND LOCATION**

Section 1.

The name of this organization shall be the SOUTHEAST MISSOURI AMATEUR RADIO CLUB.

Section 2.

The principal office and mailing address shall be located as stated in the BY-LAWS, or as specified during a regular meeting of the CLUB.

## **ARTICLE II PURPOSE**

Section 1.

To further the fraternity of radio amateurs, to encourage persons who are interested in amateur radio and to assist, when called upon, in disaster or civil defense activities.

Section 2.

To further develop the radio communication system and henceforth to further the state of the art.

Section 3.

ARRL Affiliated Club.

Section 4.

Provide Testing at regular club meetings and arrange for special testing needs as required.

## **ARTICLE III MEMBERSHIP**

Section 1.

All persons interested in amateur radio shall be eligible for membership. (An amateur is defined as an individual interested in radio technique solely with a personal aim and without pecuniary interest.) Membership shall be by application and paying of appropriate dues as specified in the BY-LAWS.

Section 2.

The membership of this organization shall be divided into the following classes:

- A. ACTIVE- Any person interested in amateur radio shall be eligible to become an active member.
- B. ASSOCIATE- Any person interested in amateur radio shall be eligible to become an associate member.
- C. HONORARY- Any person who is bestowed by the Club for outstanding service.

Section 3.

The privileges of members shall be as follows:

- A. An ACTIVE member in good standing shall have all the privileges of the organization including those of voting and holding office.
- B. An ASSOCIATE member shall have the privileges of an ACTIVE member except those of voting, making or seconding motions, and holding office.
- C. An HONORARY member.

## **ARTICLE IV OFFICERS**

Section 1.

The elected officers of this club shall be; President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The President shall appoint a person to maintain all club records, correspondence, and receipts for possible future reference.

Section 2.

The appointed officers of this club shall be as defined in the BY-LAWS.

Section 3.

The term of office for all elected officers shall be one (1) year, commencing on the first meeting day of January.

Section 4.

Vacancies occurring between elections, unless otherwise specified in this Constitution or By-Laws, must be filled by special ballot, at the first regular meeting at which the withdrawal or resignation is announced.

Section 5.

Officers may be removed on motion by a three-fourths vote of the membership.

Section 6.

The elected officers of the club shall constitute the "Board of Directors" of the club, with the duties and powers as specified in the Constitution and By-Laws.

## **ARTICLE V DUTIES OF OFFICERS**

Section 1.

President:--The President shall preside at all meetings of this club and conduct the same 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 that are adopted by the club, and perform all customary duties pertaining to the office of President.

Section 2.

First Vice-President:--The First Vice-President shall assume all the duties of the President in the absence of the latter. Upon removal or resignation of the President, the Vice-President will automatically become the President.

Section 3.

Second Vice-President:--The Second Vice-President shall assume the duties of the President in the absence of both the President and Vice-

President. Upon removal or resignation of the President, the second Vice-President will assume the duties of the first Vice-President. Upon removal or resignation of the first Vice-President, the second Vice-President will assume the duties of the First Vice-President.

Section 4.

Secretary--The Secretary shall keep a record of the proceeding of all meetings, keep a roll of members, carry on all correspondence, and read communications at each meeting. He/she shall, at the expiration of his/her term, turn over all items belonging to the club in his/her possession to their successor.

Section 5.

Treasurer-The Treasurer will receive and disburse all monies and maintain the organizations financial records. They shall pay no bills without proper authorization and/or receipt. At the end of his term, they shall turn over all items belonging to the club in their possession to their successor.

Section 6.

Records Officer- It is the responsibility of the Records Officer to maintain records received from any member or officer. Length of term shall be indeterminate, said officer being replaced upon resignation or death.

## **ARTICLE VI MEETINGS**

Section 1.

The By-Laws shall provide for regular and special meetings.

Section 2.

There shall be twelve general membership meetings per year. One meeting to be specifically designed in the By-Laws for the purpose of electing officers for the following term.

Section 3.

Special general membership meetings may be called as provided in the By-Laws. These shall include but not be limited to: Tailgate Swap, Fox

Hunt, Christmas Party, etc.

## **ARTICLE VII DUES**

### Section 1.

The SOUTHEAST MISSOURI AMATEUR RADIO CLUB, by a 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 object as set forth in this Constitution or its By-Laws. Non payment of such dues or assessments shall be cause for expulsion from the club within the discretion of the membership.

### Section 2.

Yearly dues may be suspended for the upcoming year by a majority vote of the membership of the club in the months of November or December if the club treasury exceeds \$3,000 in the month of November for current members. On a majority vote, any member with dues paid for the current year shall be exempt from dues for the coming year. Any member without dues paid prior to the November meeting for the current year shall not be included. New members shall pay dues normally.

## **ARTICLE VIII COMMITTEES**

### Section 1.

A Technical/Engineering Committee shall be appointed by the Board of Directors. Chairmanship shall be appointed by the President.

### Section 2.

Other committees shall be appointed by the Board of Directors as the need arises, or as specified in the By-Laws

## **ARTICLE IX EXPENDITURES**

### Section 1.

Expenditures from SEMOARC Club funds shall be restricted totally to equipment maintenance on Club owned equipment, purchases of new equipment as necessary, and normal monthly operating expenses. Operational expenses shall be defined as those expenses incurred during normal monthly operations. These shall be on the order of, but not limited to, newsletter publication, postage, etc.

Section 2. Any expenditure within the limits of Section 1 shall be promptly paid by the Treasurer at the discretion of the Treasurer or Board of Directors.

## **ARTICLE X AMENDING**

### Section 1.

This constitution may be amended by a two-thirds majority vote of a quorum, the president only voting in the case of a tie vote, said vote to be taken at any of the monthly business meetings of the general membership.

### Section 2.

No amendment shall be voted upon without at least two weeks notice, in writing, to the eligible members.

### Section 3.

A quorum shall be defined as 25% of the club membership eligible to vote.

### Section 4.

Writing shall be defined as: US Postal Mail, email, Posted on Club Website, Written - hand delivered to member.

## **ARTICLE XI BY-LAWS**

### Section 1.

This organization shall have the power to adopt By-Laws not inconsistent with the terms hereof.

### Section 2.

By-Laws may be amended by a two-thirds majority vote of a quorum, the president only voting in the case of a tie vote, said vote to be taken at any of the monthly business meetings of the general membership.

### Section 3.

No by-law shall be voted upon without at least two weeks notice, in writing, to the eligible members.

### Section 4.

A quorum shall be defined as 25% of the club membership eligible to vote.

### Section 5.

In writing shall be defined as: US Postal Mail, email, Posted on Club Website, Written - hand delivered to member.

## **ARTICLE XII LENGTH-OF-YEAR**

### Section 1.

The fiscal year and the calendar year shall run concurrently.

## **ARTICLE XIII TYPE OF BALLOT**

### Section 1.



In voting upon amendments to this Constitution or its By-Laws, the following types of ballot will be permitted:

A. Personal Ballot - One cast by an eligible member who is present at the meeting.

Section 2. In all business, other than designated in Section 1 above, voting by eligible members present or represented by proxy will be permitted.

A. Verbal / Show of Hands - One cast by an eligible member who is present at the meeting.

B. Proxy Ballot - One cast by an eligible member who has been given written authority to represent another eligible member; said proxy to be signed and dated by the member represented. This proxy must be submitted to the Secretary immediately prior to start of the meeting at which the balloting is to take place. Official Proxy Ballot shall be distributed via the Club Secretary or Website.

## **Article XIV AMENDMENTS**

Section 1.

Reserved for future use.

# BY-LAWS

## ARTICLE 1 LOCATION

### Section 1.

The legal mailing address shall be P.O. Box 98, Jackson, MO 63755.

### Section 2.

The legal mailing address for the club license shall be that of the trustee.

## ARTICLE II MEETINGS

### Section 1.

Meetings shall be held on the first Monday of each calendar month at a place designated by the President.

### Section 2.

Special meetings may be called by the President upon written request of the Majority of the Board of Directors, or by a petition to the Board of Directors containing signatures of fifteen percent (15%) of the current membership.

### Section 3.

Notice of special meetings shall be sent to all members so that confirmed delivery shall arrive at least twenty-four hours before the time therein set for the meeting. Only such business as is designated in the said notice shall be transacted at such special meetings.

### Section 4.

Confirmed delivery shall be defined as: US Postal Mail (with delivery confirmation), email (with return receipt), Written - hand delivered to member (both members must sign).

## ARTICLE III

## **Dues**

### Section 1.

The annual dues for continuing FAMILY membership shall be twenty five (25) dollars and shall be payable on the first day of January each year. All licensed members of a household are considered full ACTIVE members under FAMILY membership.

### Section 2.

Persons who become members during the latter half of the year (after July 1) shall pay one-half ( $\frac{1}{2}$ ) of the current annual dues and any special assessment fees incurred after July 1.

### Section 3.

Dues and fees for Associate membership shall be ten (10) dollars payable on the first day of each January.

## **ARTICLE IV GOVERNMENT**

### Section 1.

The Board of Directors shall have control and management of this organization and will perform other duties as may become necessary.

### Section 2.

The funds of the organization shall be under the custodianship of the Treasurer, and shall be withdrawn by him/her for the purpose of paying the legal indebtedness of the organization. An account book showing the record of receipts and expenditures shall be available and open to inspection by the membership at each regular meeting. An oral report of the status of the treasury shall be made at each regular meeting, said report to be subject to the approval or disapproval of the membership.

### Section 3.

Vacancies on the Board of Directors shall be filled by nomination and election at a regular or specially called meeting of the membership.

## **ARTICLE V**

## **ELECTIONS**

### Section 1.

The Nominations for Board of Directors shall be opened to the General Membership at the November meeting. These candidates shall be presented and voted upon for the elected position at the December general meeting.

### Section 2.

The membership shall be given the opportunity to nominate candidates from the floor to fill each position at both the November and December meetings.

### Section 3.

The candidates for each vacancy shall be presented to and voted upon by the membership.

### Section 4.

Those candidates receiving a simple majority vote of the total ballots case shall be declared elected.

## **ARTICLE VI OFFICERS AND DIRECTORS**

### Section 1.

The Board of Directors shall be members as listed in ARTICLE V of the Constitution.

### Section 2.

All officers shall serve until their successors have been duly elected and qualified.

### Section 3.

Only one office may be held by each member of the Board of Directors at one time.

### Section 4

The President shall be limited to a maximum of five years of continuous service in the office of President. After two years out of office, the member may again be elected to the office of President.

## **ARTICLE VII COMMITTEES**

### Section 1.

The president, with the approval of the Board of Directors, shall have the power to appoint committees necessary to carry on the business or special projects of the organization.

### Section 2. Standing Committees are as follows:

- A. Technical/Engineering--Refer to Article VIII of the Constitution.
- B. Service - Refer to Article VIII of the Constitution.
- C. Website / Newsletter-Responsible for upkeep of club website, [www.semoarc.org](http://www.semoarc.org), publishing, editing and printing of the monthly newsletter, the SEMOARC News.
- D. Contest--Responsible for organizing and follow up for amateur contests.

### Section 3. Other/optional committees are as follows

- A. Publicity.
- B. Field Day.
- C. Program/Entertainment.
- D. Education.
- E. Emergency.
- F. Selection Committee.

1. HAM OF THE YEAR AWARD: Nominations will be made by ballot by the Assembly. These ballots will be presented

to The Selection Committee who will be composed of the previous three recipients of the Ham of the Year Award. From this list of nominations, The Selection Committee will meet and determine the final choice of who will be recognized at the Christmas party or next regularly scheduled meeting. Nominations should be made in October meeting. The Ham of the Year Award recipient cannot be nominated for the next four years.

Section 4.

Committee Membership-- In order to be a member of a standing committee, a person must be a paid member of the club.

**ARTICLE VIII  
SILENT KEYS**

Section 1.

Upon the death of a member or his/her immediate household family, the club will provide flowers or a charitable donation, depending upon the family's wishes. This will be in accordance to the current policy and limits of the club as described. This shall be considered as an Operational Expense.

**ARTICLE IX  
REMOVAL OF MEMBERS**

Members can be removed from the club by a two-thirds vote of a quorum of members who are eligible to vote and are present at the monthly business meeting. Members can be removed when they have been shown to not represent the best interests of the club or are shown to be working against the best interest of the club. Members who are removed from membership lose all privileges of club membership immediately. No dues shall be refunded.

**ARTICLE X  
CLUB EVENT PROTOCOL**

All amateur radio transmissions during club events will be done on standard amateur radio frequencies and will use the club's call sign of WØQMF unless a special event station vanity call sign is used. This is to prevent harmful interference and to ensure that the club gets credit for any contacts made.

## **ARTICLE XI AMENDMENTS**