

CONSTITUTION

PREAMBLE:

We, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, do hereby constitute ourselves the YAKIMA AMATEUR RADIO CLUB and do hereby enact this Constitution as our governing law. It shall be our purpose to facilitate the exchange of information and general co-operation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to conduct club programs and activities so as to advance the interest and welfare of amateur radio in particular and the particular. The Club shall be open to all persons interested in Amateur Radio without regard to race, color, religion, national origin, gender, handicap or sexual preference.

ARTICLE I

MEMBERSHIP

SECTION I

A: ACTIVE MEMBER

An Active Member is a member who is a licensed amateur in good standing, and is entitled to full participation in all club activities.

Active Members shall have paid dues for the year.

Membership applications may be made at a regular meeting by submitting a membership form and payment of dues with the membership to then become effective with the issuance of a membership card at the next regular meeting.

B: ASSOCIATE MEMBER

An Associate Member is an un-licensed person who is interested in amateur radio. Associate Members are entitled to participate in all club activities with exception of:

- 1) May not hold office
- 2) May not vote.

ARTICLE II

OFFICERS

SECTION I

The officers of this club shall be:

1. *President*
2. *Vice President*
3. *Secretary*
4. *Treasurer/Registered Agent*

SECTION II

The Yakima Amateur Radio Club shall have a Board of Directors, which shall consist of:

1. *President*
2. *Vice President*
3. *Secretary*
4. *Treasurer/Registered Agent*
5. *Immediate Past President*
6. *Four (4) elected members rotating every two (2) years*

CONSTITUTION

SECTION III

Members of the Board of Directors shall be elected to a two (2) year term, and two (2) Board members shall be elected each year as provided for in the By-Laws, article III section III.

SECTION IV

The officers of this club shall be elected for a term of one (1) year at the annual elections. All officers are eligible for re-election upon expiration of their term of office.

Officers shall have voting privileges.

SECTION V

Officers, members of the board of directors or club members may be removed for cause by a 2/3 majority vote and must be notified by the secretary as per article III Section I of the constitution.

SECTION VI

Only active members in good standing meeting the following criteria shall be eligible for positions of officer or Board of Directors. The candidate for the office of president shall have served as an officer or Board Member the previous year. Remaining officers and board members shall have been active members the previous year, attend club meetings, and participates in club actives.

General membership may attend all board meetings. Members may participate in a board of directors meeting if discussion is opened by the president.

ARTICLE III

AMENDMENTS

SECTION I

The Secretary shall notify all voting members in writing of any proposed amendment(s) to the constitution or any proposed removal of an officer, member of the board of directors, or club member.

1. Such notice shall be read at three (3) successive regularly scheduled meetings and voted on at the third (3rd) meeting.
2. Such action(s) shall be passed or rejected by two thirds (2/3) majority vote of the voting members present.

SECTION II

Amendments to the By-Laws can be made at any regular meeting with a 2/3 majority vote, and changes will be implemented at the next regular club meeting.

CONSTITUTION

ARTICLE IV

DUTIES OF OFFICERS

SECTION I

The President shall preside at all meetings of this Club, and shall enforce due observance of this Constitution and By-laws, sign all official documents that are adopted by the Club, decide all questions of order; appoint all committees, authorize the Treasurer to sign checks for the payment of bills, and perform all customary duties pertaining to the office of President

SECTION II

The Vice President shall assume all the duties of the President in the absence of the latter. Next officer in line of succession shall be the Secretary, then the Treasurer.

Additional duties of the Vice President shall include maintaining the club library, current inventory of club property, and who, being present at each meeting, is eligible to vote.

SECTION III

The Secretary shall (has to) keep records of the proceedings of all meetings, keep a roll (list) of members attending club meetings and board meetings, carry on all correspondence, read communications at each meeting, and mail written notices when necessary.

SECTION IV

The Treasurer shall receive and record all monies paid to the Club. The Treasurer shall keep an accurate account of all monies received and expended, shall pay no bills without proper authorization by the President and consent of the members. The Treasurer at the end of each quarter shall submit an itemized statement of disbursements and receipts and present it to the club members at the next club meeting

SECTION V

The Treasurer shall be the Registered Agent and is responsible for the current street mailing address for the non-profit corporation form. (Washington State will not accept post office box).

SECTION VI

For the convenience of paying current expenses, or making purchases for the Club, a checking account shall be maintained by the Treasurer. Three (3) signatures shall be on file at the bank.

The signatures on file at the bank shall be those of the President, Treasurer, and Vice President. (Two (2) signatures on all checks shall be required)

The Treasurer shall be audited by the audit committee no later than January 31 each year.

The Treasurer shall, at the expiration of his/her term, turn over everything in his/her possession belonging to the Club, to his/her successor, and remove his/her name from all mail lists and accounts.

CONSTITUTION

SECTION VII

Trustee

- Shall be designated by the club president per FCC rule 97.5 (b)(2)
- Shall be a participating active member.
- Shall have a current Extra Class Amateur Radio License.
- Shall be responsible for the Club Station License
- Shall designate control operators.
- Shall maintain a log for each repeater (article V section III in the by-laws)

The ARRL defines the club station license trustee as the "chief control operator" for the club station license. It is the duty of the trustee to act in the best interests of the club; after all, the station license belongs to the club, not to the trustee. The club station license trustee must designate control operators to ensure that the station is operated as the club wants it to be. A club station control operator is designated by the club license trustee and must be someone who is trusted and will follow all FCC rules at all times. (ARRL 2014)

SECTION VIII

The Board of Directors shall act in behalf of the Club, and Club members to:

- (1) Interpret and recommend policy
- (2) Suggest business items for the general membership meetings
- (3) Shall consider, promote, and transact additional subjects as instructed by the general membership at regular or special meetings
- (4) Maintain active participation at club meetings
- (5) The Secretary shall take minutes to be read and discussed at the next general meeting.
- (6) The Club President shall call all Board of Directors meetings.
- (7) The Club President shall preside at all Board of Directors meetings.

SECTION IX

Audit Committee

Audit Committee shall audit and reconcile books used by the treasure and complete inventory of the club assets. (article III section IV of the by-laws)

ARTICLE V

MEETINGS

SECTION I

A majority of the voting members present at any regular or special meeting shall constitute a quorum for the transaction of business.

Six (6) members of the Board of Directors (article II, section II, of the constitution) shall constitute a quorum for a meeting of the Board of Directors.

CONSTITUTION

ARTICLE VI

RULES

SECTION I

Roberts Rules of Order shall govern the proceedings of the Club's Board of Directors and Club Meetings.

ARTICLE VII

YAKIMA AMATEUR RADIO CLUB STATION – W7AQ

SECTION I

Qualified licensees operating YAKIMA AMATEUR RADIO CLUB station W7AQ must adhere strictly to the Federal Communications Commission Rules and Regulations.

BY-LAWS

ARTICLE I

MEETINGS

SECTION I

Regular meetings of the YAKIMA AMATEUR RADIO CLUB will be held the second Wednesday of each month at such place as the Board of Directors shall elect.

It is recommended that the Board of Directors meetings be held on the fifth Wednesday of each month that has 5 Wednesdays, or just before regular meetings..

SECTION II

Special meetings for the board of Directors may be called at any time by a majority vote of the board of Director members. (article II section II of the Constitution)

SECTION III

The Recommended order of business for general meetings shall be as Follows

- A: CALL TO ORDER, INTRODUCTIONS
- B. READING OF THE MINUTES
- C: TREASURER'S REPORT
- D: CORRESPONDENCE
- E: OLD BUSINESS, COMMITTEE REPORTS
- F: NEW BUSINESS
- G: SWAP AND SHOP
- H: GOOD OF THE ORDER
- I: WELFARE
- J: ADJOURNMENT

The President may include programs, guest speakers, etc. at his/her discretion

ARTICLE II

MEMBERSHIP DUES

SECTION I

The YAKIMA AMATEUR RADIO 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 Club.

SECTION II

Dues, as levied by majority vote of those present at any regular meeting, are payable in full on the first day of January and shall become delinquent on the last day of May.

There shall be single memberships and family memberships of the same household.

BY-LAWS

SECTION III

New members' dues shall be prorated as follows:

A: New members enrolling January through June, shall be one (1) year's dues.

B: New members enrolling July through December, shall be one half (1/2) of annual dues.

C: New hams, upon successful completion of their first test, shall be members with their dues paid for the remainder of that year.

D: Students who are not covered by the family plan, through age 18, pay ½ price for their individual membership dues.

ARTICLE III

ELECTIONS

SECTION I

The Officers and Board of Directors shall be nominated at the first meeting in October.

At the first meeting in November, nominations shall be opened again, followed by an election of voting members present.

SECTION II

In case of vacancy, either by resignation, delinquency, or removal for cause, such vacancy shall be filled by a majority vote of members present at the following meeting after the vacancy is announced.

SECTION III

Those members elected to the Board of Directors: will be elected for a term of (2) two years, with (2) two elected each year. Each member will serve as elected and is eligible for re-election upon expiration of his/her term. (Constitution Article II Section III)

ARTICLE IV

DONATIONS

SECTION I

It shall not be the general practice of the Club to accept donations wherein the donor shall place restrictions on the disposition of the same. In the event that restrictions are made by a donor, it shall be the duty of the Board of Directors to recommend to the club membership and the club membership will accept or deny any donations for a special purpose.

Equipment received will become the sole property of the club and will benefit the club and all its members. Any funds accrued from sale of club items will be deposited by the treasure.

BY-LAWS

ARTICLE V

EQUIPMENT

SECTION I

A complete inventory, as received annually from the audit committee, shall be in the files of the Vice President, Secretary, and Treasurer at all times.

SECTION II

Equipment shall remain on club premises or a designated site at all times.

SECTION III

The Trustee will be responsible for current logbooks, Club QSL cards and repeater logs.

Logs shall include dates repeater sites were visited, any costs, repairs, who was at the repeater site, location with pictures, all information about the site (owner, cost, contact person, key information).

ARTICLE VI

MEMBERSHIP APPLICATIONS

SECTION I

Prospective members must express a willingness to abide by the Constitution and By-laws.

ARTICLE VII

MAIL

SECTION I

Club mail must not leave the Club premise until opened and read to the Club Members at the first meeting, after receipt, by the Secretary or presiding officer.

Keys to the club post office box will be maintained by the President, Vice President and Secretary.

BY-LAWS

ARTICLE VIII

COMMITTEES

SECTION I

The President shall appoint the chairpersons of the following committees:

- A: Field Day Committee
- B: Hamfest Committee
- C: Fair Committee
- D: Public Service Committee
- E: Antenna Committee
- F: Repeater Committee
- G: R.F.I. Committee
- H: Entertainment Committee
- I: Fund Raising Committee
- J: Constitution & By-Laws Committee
- K: Ethics Committee
- L: Club Projects Committee
- M: Audit Committee (3 members)

SECTION II

The chairperson of each committee shall report progress in each category to the membership. These reports shall be provided at regular meetings.

SECTION III

Once a year the Constitution & By-Laws Committee shall review the Constitution and By-Laws for any proposed changes (If any changes are necessary, the committee shall notify the Board of Directors for their recommendations, then the club members for their acceptance or rejection.

SECTION IV

Once a year the Audit committee shall audit the club books and inventory of club assets with a report to be given to the membership at the February club meeting. A copy of the written report shall be given to the Treasurer, Vice President, and Secretary.