

# Allegan County Amateur Radio Club

## Mission Statement, Constitution & By-Laws

### Mission Statement

The purpose of the Allegan County Amateur Radio Club (ACARC) is to promote the enjoyment of the amateur radio hobby while providing its service to the community at large. To achieve this goal the club endeavors to promote radio knowledge to its members and the wider community, participate to its fullest ability in emergency response groups and community events.

### Tax Exempt Status

The ACARC is organized and operated exclusively for charitable and scientific purposes as defined by section 501(c)(3) of the Internal Revenue Code or corresponding sections of future tax codes.

### Constitution & By-Laws

#### Article 1: Membership & Dues

Section 1: Membership is open to anyone who has an interest in amateur radio.

Section 2: *All members are encouraged to participate fully in club activities with their available time and talents.*

Section 3: The amount of *annual* membership dues shall be established by a majority vote of the membership. *Paid membership includes all voting privileges as well as the right to hold office.* Non-payment of dues shall terminate membership and voting privileges, however, continued participation in all other club activities will be encouraged and welcomed.

- a. Annual dues shall be \$20.00 per individual.*
- b. Additional family members annual dues shall be \$10.00 each with a household cap of \$40.00.*
- c. Student/Senior dues shall be \$10.00 (Valid HS or college ID/Over age 65)*
- d. Lifetime membership shall be 20 x regular dues.*
- e. Honorary lifetime memberships may be granted by the Board of Directors.*

Section 4: *The fiscal year for the ACARC shall be January 1 to December 31.*

## Article 2: Officers

Section 1: Club officers shall consist of the President, Vice-President, Secretary, Treasurer, three (3) *Trustees elected* as members-at-large, and the Repeater Trustee. *This slate of officers also serves as the Board of Directors which governs the affairs of the ACARC*

Section 2: Club officers shall be elected for a term of one (1) year with the exception of the Trustees-at-large, *The Trustees-at-large shall be elected for a term of (3) years on a rotating basis.* The Repeater Trustee shall be appointed *by the Board of Directors for a non-specific term and must be an Extra Class licensee.*

Section 3: *Nominations for club officers will take place at the regularly scheduled October club meeting, annually. The club officers will be elected by a simple majority ballot of a quorum of voting members present at the regularly scheduled November meeting, annually. Term of office begins January 1 of the ensuing year.*

Section 4: Vacancies occurring between elections shall be filled by special election to be held at the first regular meeting following the resignation or withdrawal.

Section 5: Any officer may be removed from office by a majority vote of members in good standing at the meeting following notification of intent to remove an officer.

## Article 3: Duties of Officers

Section 1: The President is the chief officer of the club and Chairman of the Board of Directors. The President shall preside over all regular club meetings and conduct them according to Robert's Rules of Order. *The President may sign checks in lieu of the Treasurer.* The President shall enforce due observance of this Constitution and By-Laws, decide all questions of order, sign all official documents, and perform any other duties pertaining to the office.

Section 2: The Vice-President shall assume all duties of the President in his/her absence and maintain an inventory list, including make, model, serial number, and location of all club equipment. *All inventory records are subject to audit and an audit is required upon election of a new Vice President.*

Section 3: The Secretary shall keep a record of the proceedings of all meetings, maintain a roll of members in good standing, prepare all club correspondence, and read communications at club meetings. *The Secretary shall keep the original copy of the ACARC Constitution & By-Laws and have them available at every meeting.*

Section 4: The Treasurer shall receive and receipt all monies paid to the club, keep accurate records of all club transactions, and provide a Treasurer's report at each regularly scheduled club meeting. At the January meeting, a financial summary of the previous year shall be presented. *All treasury records are subject to audit and an audit is required upon election of a new Treasurer.*

Section 5: Trustees-at-large shall provide assistance as needed to club officers and members. *The Trustees-at-large shall be responsible for audit of the Vice-President's and Treasurer's records when required.*

Section 6: The Repeater Trustee shall have full responsibility for the club call signs (AC8RC & KC8ITU), the club radio station, and club repeater operations in accordance with FCC regulations.

Section 7: *All officers shall turn over all items belonging to the club in their possession to their elected successors when leaving office.*

#### Article 4: Meetings

Section 1: *Regularly monthly meetings shall be held on a schedule approved by a majority vote of the membership. A minimum of three (3) officers must be present to constitute a quorum for conducting club business. A minimum of 1/3 of the members in good standing must be present to constitute a general membership quorum, also necessary for conducting club business.*

Section 2: *Special meetings may be called by the club President as deemed necessary, or at the request of three (3) or more members.*

#### Article 5: Amendments

Section 1: Amendment of the Constitution & By-Laws of the ACARC require a 2/3 vote of the required quorum. Proposals for amendment may be submitted in writing or verbally proposed at any regular meeting.

Section 2: *All club members shall be notified in writing of any proposed amendments to the Constitution & By-Laws of the ACARC. This notification can be through email or by United States Postal Service. This notification shall outline the proposed changes, along with the date and time of the meeting which the proposed amendment will be discussed and acted upon.*

### Article 6: Disbandment

Section 1: Upon dissolution of ACARC, all remaining assets shall be liquidated and/or donated to one or more tax exempt organizations with similar interests within the guidelines of section 501(c)(3) of the Internal Revenue Code or corresponding sections of future tax codes.

Section 2: Organizations receiving ACARC proceeds will be selected by remaining club officers and members present at the dissolution meeting.

### Article 7: Supersedes

Section 1: Adoption of this edition of the Constitution & By-Laws of the Allegan County Amateur Radio Club voids all previous editions of this document. *A copy of the ACARC Constitution & By-Laws shall be kept in the ACARC office files for reference at all times.*