

COCONINO AMATEUR RADIO CLUB CONSTITUTION

ARTICLE I. NAME AND PURPOSE

Section A. NAME

Part 1. The official name for this organization is the Coconino Amateur Radio Club.

Part 2. This organization will use the name or its acronym, CARC, in all publicity materials and correspondence.

Section B. PURPOSE

Part 1. The purpose of this organization is to promote the Amateur Radio Service by demonstrating good operating practice, providing technical advice to its members, encouraging the licensing of new Amateur Radio operators, seeking opportunities for public relations, providing communications for public service events, and volunteering for emergency communication assistance to state, county, and local agencies.

Part 2. All activities of this organization shall be directed toward this purpose.

ARTICLE II. MEMBERSHIP

Section A. REQUIREMENTS

Part 1. All persons interested in Amateur Radio shall be eligible for membership in this club.

Part 2. There shall be two types of memberships:

- a. Individual - Any person interested in Amateur Radio.**
- b. Family – Any member of the family of an individual member residing at the same household.**

Part 3. A “member in good standing” is one whose dues are paid and who abides by the rules of the club.

Part 4. A “voting member” is any "member in good standing" that is eighteen (18) years of age or older and who has an FCC Amateur Radio license.

Section B. RIGHTS

Part 1. All members are eligible to attend all meetings and events of this organization.

Section C. WITHDRAWAL OF MEMBERSHIP

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

Part 2. A motion and a subsequent vote by three-fourths (3/4) of the voting membership at a regular or special meeting is required to withdraw membership.

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

ARTICLE III. OFFICERS

Section A. OFFICER TITLES

Part 1. The officers of this club shall include a President, a Vice-president, a Secretary, and a Treasurer.

Part 2. All other positions will be on a volunteer basis.

Section B. DUTIES

Part 1. President.

Section a. The President shall preside at all meetings of this club.

Section b. The President shall provide an agenda for the meetings.

Section c. The President shall conduct the meetings according to the rules adopted.

Section d. The President shall enforce due observance of this Constitution.

Section e. The President shall decide all questions of order.

Section f. The President shall sign all official documents which are adopted by the club and shall not sign any other documents.

Section g. The President shall perform all customary duties pertaining to the office of President.

Part 2. Vice-president.

Section a. The Vice-president shall assume all the duties of the President in the absence of the President.

Section b. The Vice-president will also set and organize the program after the business portion of the regular meeting is adjourned.

Part 3. Secretary

Section a. The Secretary shall keep a record of the proceedings of all meetings.

Section b. The Secretary shall keep a roll of all members.

Section c. The Secretary shall submit applications for membership.

Section d. The Secretary shall maintain all correspondence.

Section e. The Secretary shall read the previous meeting's minutes and any communications at each regular meeting, or shall publish the previous meeting's minutes in the next edition of the newsletter.

Section f. The Secretary shall record and keep on file any modifications to the Standard Operating Procedures.

Section g. The Secretary shall keep a copy of the Constitution of the Coconino Amateur Radio Club and shall have that document with them at every regular meeting so that document may be consulted by members upon request.

Section h. At the end of the term, the Secretary shall turn over everything in their possession belonging to the Club to their successor.

Part 4. Treasurer

Section a. The Treasurer shall provide a receipt for all monies paid to the Club.

Section b. The Treasurer shall keep an accurate account of monies received and expended.

Section c. The Treasurer shall pay no bills without authorization.

Section d. The Treasurer shall report the monthly accounting of monies to the club members at each regular meeting or publish it in the next edition of the newsletter

Section e. The Treasurer shall, at the end of the term, turn over everything in their possession belonging to the club to their successor.

Part 5. The same individual may hold the position of, and perform the duties of, Secretary and of Treasurer simultaneously.

Part 6. All other positions will be on a volunteer basis. The President, with the concurrence of at least one of the officers, shall appoint liaisons and committee chairpersons when deemed necessary to conduct the business of the club.

Section C. REQUIREMENTS FOR RUNNING AND HOLDING OFFICE.

Part 1. All officers and candidates for office must be at least 18 years of age, members in good standing, and voting members of the Coconino Amateur Radio Club.

Section D. NOMINATIONS AND ELECTIONS

Part 1. Nominations

Section a. Nominations for all offices will be taken from the floor at the second-to-last meeting of the calendar year.

Section b. Any member may nominate any other member, including himself or herself.

Part 2. Elections

Section a. Elections for all offices will be held at the last meeting of the calendar year.

Section b. Election of officers shall be only by written ballot, which shall include paper ballot and e-mail ballot.

Section c. Election of an officer requires a quorum of one-third (1/3) of the voting membership.

Section E. TERMS OF OFFICE AND VACANCIES

Part 1. Terms of Office

Section a. The term of office for the President shall be two (2) years.

Section b. The term of office for the Vice-president shall be two (2) years.

Section c. The term of office for the Secretary shall be two (2) years.

Section d. The term of office for the Treasurer shall be two (2) years.

Part 2. Vacancies

Section a. Vacancies occurring between elections shall be filled by special ballot at the first regular meeting after which the withdrawal or resignation is announced.

Part 3. Officers maybe removed from office by a motion followed by a three-fourths (3/4) majority of the voting membership.

ARTICLE IV. MEETINGS

Section A. Regular meetings shall be held as such time and place as the President shall order.

Section B. Special meetings may be called by the President upon the written request of five (5) voting members of the Club. Notice shall be given to all members informing them of the special meeting and the business to be transacted. Only such business as is designated in the said notice shall be transacted at such special meetings.

Section C. Robert's Rules of Order shall govern all business meeting proceedings.

ARTICLE V. FISCAL YEAR AND ANNUAL DUES

Section A. The fiscal year shall be the same as the calendar year.

Section B. The annual dues for membership in the Club are payable on January 1 of each year.

Section C. The dues amount shall be established by a three-quarters (3/4) majority of the voting members present at any regular Club meeting.

Section D. A new member's dues will be prorated based on the following:

Part 1. A new member will pay the full amount of the dues during the first half, or six months, of the fiscal year.

Part 2. A new member who joins during the third quarter of the fiscal year shall pay $\frac{1}{2}$ (one-half) the dues for the fiscal year.

Part 3. A new member who joins during the fourth quarter of the fiscal year shall pay the full amount of the dues for a fiscal year, applicable to the following entire fiscal year.

Section E. To retain all membership benefits for the duration of a new fiscal year, a member must pay their dues during the first 6 months of that fiscal year.

ARTICLE VI. AMENDMENTS

Section A. This Constitution may be amended by a two-thirds (2/3) vote of the total voting membership.

Section B. Proposals for amendments shall be submitted in writing at a regular meeting, discussed as necessary, and may not be voted on until the next regular meeting.

ARTICLE VII. STANDARD OPERATING PROCEDURES

Section A. To facilitate club business, a list of Standard Operating Procedures (SOPs) shall be established for the general operation of the club which is not governed by the Constitution.

Section B. Standard Operating Procedures may be approved, deleted, or amended by a two-thirds (2/3) majority of the voting members present at a regular club meeting.

Section C. Any approved, deleted or amended SOP shall be dated and will supersede any past procedures.

STANDARD OPERATING PROCEDURES OF THE COCONINO AMATEUR RADIO CLUB (CARC)

- 1. Petty Cash: Disbursements of \$300 or less do not need approval.**
- 2. Voting Methods: Actions, excluding elections, not governed by the Constitution, may be determined by a show of hands at a regular meeting.**