

COCONINO AMATEUR RADIO CLUB

MISSION STATEMENT:

The Coconino Amateur Radio Club will 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.

CONSTITUTION & BY-LAWS AMENDED 2010*

*Adopted by the Constitution and By-Law Committee on 11/09/2010 and amended by a two-thirds majority of voting members at the regular meeting on ----- . Previous Constitution and By-Laws were amended in 1997.

PREAMBLE:

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, do hereby constitute ourselves the Coconino Amateur Radio Club and do enact this constitution as our governing law. It shall be our purpose to facilitate the exchange of information and general cooperation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct club programs and activities as to advance the general community.

MEMBERSHIP:

Article 1, Section 1

All persons interested in Amateur radio shall be eligible for membership in this club.

Article 1, Section 2

There shall be two types of memberships:

1. Individual – Any person interested in Amateur Radio.
2. Family – Any member of the family of an individual member residing at the same household.

Article 1, Section 3

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

Article 1, Section 4

A “voting member” is any member in good standing that is 18 years of age or older and has an FCC Amateur Radio License.

Article 1, Section 5

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

OFFICERS:

Article 2, Section 1

The officers of this club shall include a President, Vice-President, Secretary, and Treasurer and shall be elected for a term of one year by ballot of the membership, provided there is a quorum of one-third of the membership voting.

Article 2, Section 2

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.

Article 2, Section 3

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

Article 2, Section 4

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

DUTIES OF OFFICERS:

Article 3, Section 1

The President shall preside at all meetings of this club, provide an agenda for the meetings, and conduct the meetings according to the rules adopted; 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 no other documents, and perform all customary duties pertaining to the office of president.

Article 3, Section 2

The Vice-President shall assume all duties of the President in the absence of the latter. The Vice-President will also set and organize the program after the business portion of the regular meeting is adjourned.

Article 3, Section 3

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications for membership, carry on all correspondence, read the previous meetings minutes and any communications at each meeting, record and keep on file any modifications to the Standard Operating Procedures. In addition, the secretary shall keep a copy of the constitution and by-laws of the Coconino Amateur Radio Club and have that document with them at every

regular meeting to which that document may be consulted by members upon request. At the end of the term, they shall turn over everything in their possession belonging to the Club to their successor.

Article 3, Section 4

The Treasurer shall receive a receipt for all monies paid to the Club, shall keep an accurate account of monies received and expended, and shall pay no bills without authorization. At the end of the term, they shall turn over everything in their possession belonging to the Club to their successor.

Article 3, Section 5

The same individual may hold the position of Secretary and Treasurer simultaneously.

MEETINGS:

Article 4, Section 1

Regular meetings shall be held as such time and place as the President shall order. Special meetings may be called by the President upon the written request of five 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.

DUES:

Article 5, Section 1

The Annual dues for membership in the Club are payable in January of each year and shall be established by a three-quarter majority vote of the members present at any Club meeting. New member's dues will be prorated based on month joining the Club and established dues at the time. Family membership dues will be more than individual membership.

AMMENDMENTS:

Article 6, Section 1

This Constitution and By-Laws may be amended by a two-thirds ballot vote of the total membership. 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.

RULES:

Article 7, Section 1

Robert's rules of Order shall govern all business meeting proceedings.

STANDARD OPERATING PROCEDURES:

Article 8, Section 1

To facilitate club business, a list of Standard Operating Procedures (SOP's) shall be established for the general operation of the club that is not governed in the Constitution and By-Laws.

Article 8, Section 2

Standard Operating Procedures may be approved, deleted, or amended by a two-third majority vote of club members present at a regular club meeting. The Secretary shall be responsible for documenting any changes to the SOP's.

Article 8, Section 2

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