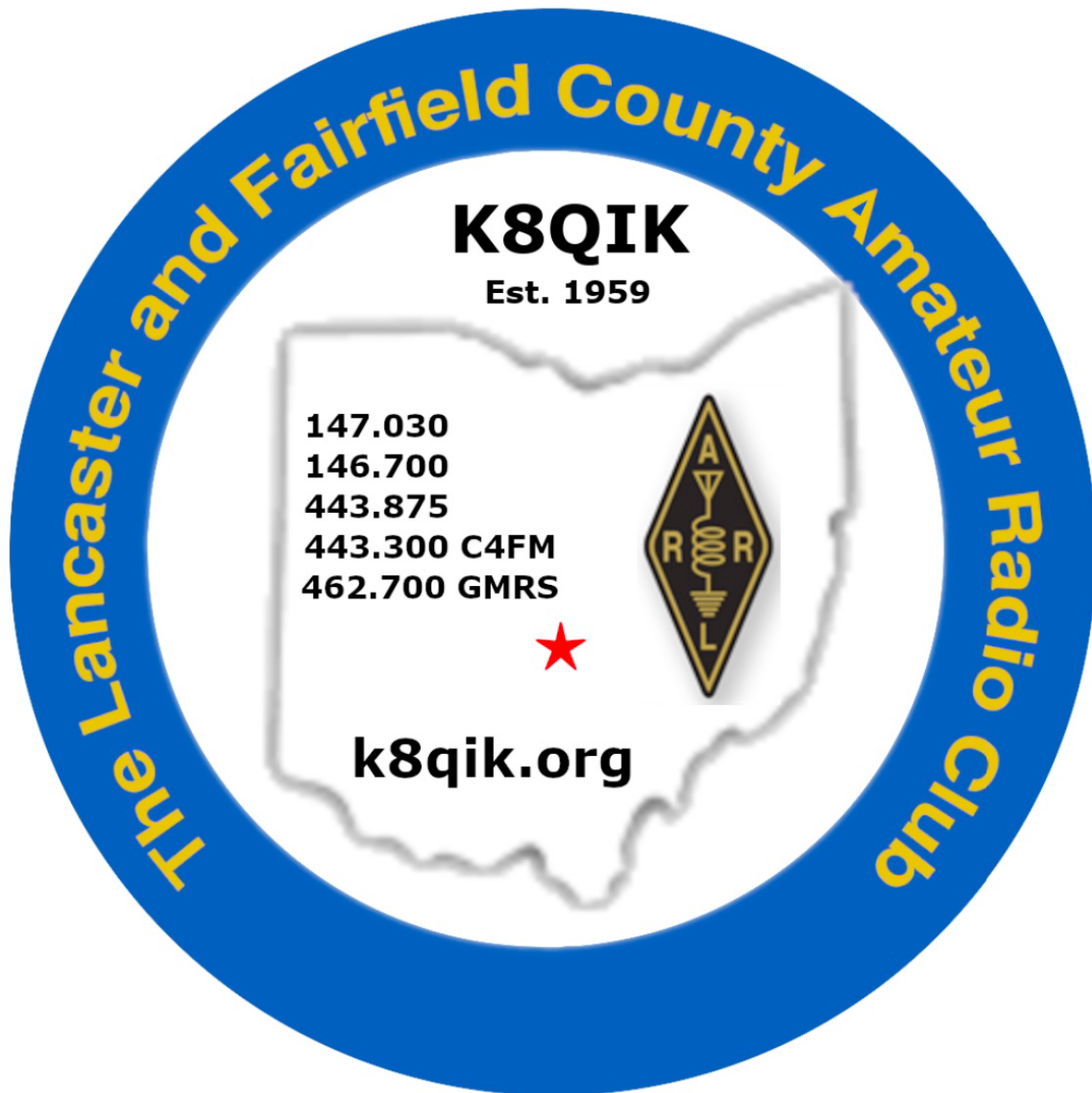


The Lancaster & Fairfield County  
Amateur Radio Club, Inc.



## Constitution

**PREAMBLE:**

We the undersigned, wishing to use our communication skills in service to the community, do hereby constitute ourselves "*The Lancaster & Fairfield County Amateur Radio Club, Incorporated*". It shall be our purpose to facilitate the exchange of information and general cooperation between members, to promote radio knowledge, fraternalism, individual operating efficiency, and to conduct club programs and activities to advance the general community and to provide a voluntary emergency radio communications system for Lancaster and Fairfield County in cooperation with civil preparedness authorities.

**Article I**

**NAME:**

Section 1. The name of this organization shall be "*The Lancaster & Fairfield County Amateur Radio Club, Inc.*", hereinafter referred to as the "club".

**Article II**

**LOCATION:**

Section 1. The club headquarters shall be located in Fairfield County, State of Ohio.

**Article III**

**DURATION:**

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Section 1. The club will be perpetual, without limitations.

**Article IV**

**STRUCTURE:**

Section 1. The club shall be a non-profit, non-union, non-partisan, non-secretarian organization whose members shall have the sole right to govern and control all activities through their duly elected officers.

Section 2. The club shall uphold democratic principles and shall refuse application for membership, or terminate the membership, of any individual who advocates the overthrow of the government of the United States of America, or the political subdivisions thereof, either by force, violence, or unconstitutional means.

## Article V

### **MEMBERSHIP:**

Section 1. Any individual who is interested in Amateur Radio shall be eligible for membership as provided in the Constitution and by-laws.

Section 2. There shall be five (5) classes of membership: Regular, Lifetime, Associate, Inactive and Honorary. All members must meet the qualifications of Article IV, Section 2 and Article V, Section 1.

- a) Regular and Lifetime members must have a valid Amateur Radio license at all times. Regular and lifetime members shall be eligible to vote and to hold office as per Article VII.
  1. When one member of a family holds a regular membership, any other licensed amateur in the same household may be granted membership in the club without addition fee as long as the primary membership is valid.
- b) Associate members need not have a valid amateur radio license, and are not eligible to vote or to hold office. An Associate member may apply for regular membership upon receipt of a valid amateur radio license and providing payment of additional dues as provided in the by-laws.
- c) Inactive members are those members who are on active-duty in the United States armed forces. Inactive members may not vote or hold office, but will receive the "Ragchewer" whenever practical. Such members must pay the current years dues within three (3) months of being released from active-duty or be removed from the membership list.
- d) The club may, by a majority vote at any regular or special meeting, bestow honorary membership to anyone whom the club considers to have helped the cause of amateur radio and/or who have helped aided the club in the furtherance of it's activities for the good of the community or amateur radio. Honorary members may attend meetings, but they may not vote or hold an office. An honorary member may not operate the club station unless that person holds a valid amateur radio license.

Section 3.

A completed application for new membership shall be submitted to the secretary who will in-turn present it to the membership at the next regular club meeting. Each applicant must express a willingness to abide by the Constitution and by-laws and such

other rules as may be promulgated by the club. Two-thirds (2/3) of the regular members present and voting shall approve the application before membership shall be granted. New members shall be provided copies of the Constitution and by-laws by the secretary within thirty (30) days of acceptance by the membership.

### Article VI

#### **TERMINATION:**

Section 1. Membership shall be terminated for any member who:

- a) Fails to abide by the club Constitution and by-laws.
- b) Has their amateur radio license revoked by the Federal Communications Commission for rules infraction(s).
- c) Advocates the overthrow of the government of the United States of America or the political sub-divisions thereof by force, violence, or unconstitutional means.

Section 2. Procedure

- a) Any five members in good standing may request termination of a member, in writing, at any regular club meeting or special meeting.
- b) Reasons must be listed and approved at the meeting by three-fourths (3/4) of the members in attendance, who are eligible to vote.
- c) The proposed termination shall be mailed to all regular members with return postage prepaid. Ballots shall be collected by the secretary and counted at the next regular club meeting, by a three (3) member committee, appointed by the Executive Committee. Twenty (20) days will be allowed between the mailing of the ballots and the meeting at which the ballots are counted and the results announced. A three-fourths (3/4) affirmative vote, will cause dismissal of the member(s) in question.

### Article VII

#### **OFFICERS:**

Section 1. The elected officers of the club shall consist of a president, vice president, secretary, treasurer, and activities manager; each of whom must be at least eighteen (18) years old and a regular or lifetime member as per Article V, Section 2(a).

- Section 2. The officers of the club shall be elected or appointed as prescribed by the by-laws, and shall maintain an active interest and participate in club functions consistent with the duties of their office.
- Section 3. The trustee and elected officers of the club shall constitute the executive committee. The immediate past president shall be an ex-officio member of the committee for one (1) year following their presidency. The executive committee, at their first meeting after election, shall elect a chairman from the members of the committee.
- a) The executive committee shall act and decide on all club matters between regular meetings. Actions of the executive committee will be announced at the next regular club meeting. Only those actions that require expenditures exceeding one hundred (\$100.00) dollars shall be presented for majority approval to those regular members present at the next regular meeting.
  - b) The executive committee or president shall make all appointments and decide to whom each appointee is responsible.
  - c) The emergency coordinator shall approve members to serve on A.R.E.S., A.R.P.S.C., R.A.C.E.S., and all other emergency operations.
- Section 4. All resignations from office must be in writing and submitted to the executive committee.
- Section 5. Vacancies in office occurring between elections shall be filled by appointment of the executive committee. This section does not apply to vacancies caused by Article X.

### Article III

#### **DUTIES OF OFFICERS:**

- Section 1. President
- a) Shall preside at all meetings of the club and conduct it in accordance with the rules adopted.
  - b) Shall enforce due observance of the club constitution and by-laws.
  - c) Shall decide on all questions of order.
  - d) Sign all official documents that are adopted by the club.
  - e) Perform all customary duties of the office of president.

Section 2. Vice President

- a) Shall assume all duties of the president in their absence.
- b) Shall assist the president in the operation of the club.
- c) Shall perform such other duties as may be assigned by the president or executive committee.

Section 3. Secretary

- a) Shall keep a record of all proceedings of all meetings.
- b) Shall keep a roll of all members.
- c) Shall collect and submit applications for new members.
- d) Shall carry all correspondence and read communications at each meeting.
- e) Shall mail written notification to each member of every meeting of the club, unless notices are posted in the “Ragchewer” as provided in the by-laws.
- f) Shall keep the official copy of the constitution and by-laws and have them at every meeting. They shall cause all amendments, changes and additions to be noted thereon, and permit them to be consulted by members upon request.
- g) Shall at the expiration of their term of office, turn over to their successor, everything in their possession which belongs to the club.

Section 4. Treasurer

- a) Shall assume their duty after the books from the previous treasurer have been audited.
- b) Shall receive the receipt for all moneys paid by the club.
- c) Shall pay by check, all bills properly authorized.
- d) Shall keep an accurate account of all moneys received and expended and submit an itemized statement to the membership at each regular meeting.
- e) Shall prepare and present membership cards.

- f) Shall, in conjunction with the trustee, maintain an accurate inventory of all club property and equipment.
- g) The treasurer's books and records shall be open to any member of the executive committee.
- h) At the expiration of the treasurer's term of office, they shall be turn over everything belonging to the club, to the incumbent president, who will have it audited.

#### Section 5. Activities Manager

- a) Shall organize club activities.
- b) Shall advance the general club interest and activity.
- c) Shall maintain close liaison with the American Radio Relay League (ARRL) emergency coordinator for Fairfield county to further the fullest possible club participation in the A.R.E.S., R.A.C.E.S., A.R.P.S.C., and all civil preparedness activities.
- d) May appoint assistants to aid in specific branches of activities.

### Article IX

#### **APPOINTED OFFICERS:**

Section 1. Shall be appointed by the executive committee.

- a) Trustee:
  - 1. Shall have full responsibility and authority for the club station and have the title of "Chief Operator".
  - 2. Shall have the club radio license, insurance policies, and property deeds in their name.
  - 3. Shall be a member of the station committee which will include the assistant trustee, net manager(s) and station engineer(s).
  - 4. Shall, in conjunction with the station engineer(s), make sure the club station meet all regulatory requirements and maintains proper standards of operation.

5. Shall hold either and Advanced or Amateur Extra class license and be at least twenty-one (21) years old.
6. Shall install the elected officers at the annual meeting in November.
7. Shall be responsible for club security and the distribution of keys.

b) Assistant Trustee

1. Shall perform the duties of the trustee in their absence.
2. Shall have the same qualifications of the trustee under Article IX, Section 1(a)5.

c) Net Manager

1. Shall supervise all activities involving the National traffic System (NTS), in accordance with the Public Service Communications Manual.

d) Station Engineer(s)

1. Shall construct, adjust and maintain the club station equipment.

- e) The executive committee shall have the authority to appoint any other officers and/or managers, as they deem necessary to insure the efficient operation of the club.

### Article X

#### **REMOVAL OF AN OFFICER:**

Section 1. Any officer may be removed from office who:

- a) Fails to abide by the constitution and by-laws.
- b) Has their amateur radio license revoked by the Federal Communications Commission (FCC) for rules infraction(s).
- c) Advocates the overthrow of the government of the United States of America or the political subdivisions thereof by force, violence, or unconstitutional means.



Section 2. Procedure

- a) Any five (5) voting members in good standing may request the removal of an officer.
- b) This request shall be submitted in writing to the executive committee, listing reasons for removal.
- c) The executive committee shall determine the validity of the request and retain the officer or declare the office vacant. The petition and actions of the executive committee shall be posted in the next "Ragchewer".
- d) If the executive committee declares the office vacant, nominations for said office will be accepted at the next regular club meeting. The executive committee will appoint an officer from these nominations under Article VII, Section 5.

**Article XI**

**MEETINGS:**

Section 1. The by-laws shall provide for regular and special meeting. At meetings, regular or called, one officer and those regular members present shall constitute a quorum for the transaction of business.

**Article XII**

**CLUB ASSISTANCE:**

Section 1. The club will provide instruction, technical advice and assistance concerning equipment design and operation;

- a) To assist in frequency observance.
- b) To insure a clean signal.
- c) To insure uniform practice.
- d) To insure absence of spurious radiation.
- e) For lack of interference, good public relations, and proper operating procedures.

### **Article XIII**

#### **REVENUE:**

Section 1. No income, contribution or other revenue or funds shall accrue to the benefit of any individual member.

### **Article XIV**

#### **PARLIAMENTARY AUTHORITY:**

Section 1. Robert's Rules of Order Newly Revised, shall be the parliamentary authority of the club for all matters of procedure not otherwise covered by the constitution and/or by-laws.

### **Article XV**

#### **AMENDMENTS:**

Section 1. This constitution may be amended in the following manner.

- a) Proposal for amendment shall be made in writing, either by petition from five regular members in good standing or by committee appointed by the executive committee or president for that purpose.
- b) This proposal shall be presented at any regular or special meeting called for this purpose. An affirmative majority vote of the regular members present and voting shall next present this proposal to the entire membership as outlined in (c) below.
- c) This proposed amendment shall be presented, in writing to each regular member by means of the "Ragchewer" or by special mailing. A mail ballot will be enclosed with return postage prepaid. The ballots will be collected by the secretary and counted at the next regular meeting by a three (3)-member committee appointed by the executive committee or president. Twenty (20) days will be allowed between the mailing of the ballots and the meeting at which the ballots are to be counted and the results are announced. There shall be no balloting or collection of ballots at the meeting.
- d) The amendments shall be adopted by a two-thirds (2/3) positive vote of those regular members casting ballots.

Section 2. The by-law's may be amended at any regular meeting, or a special meeting called for that purpose. The by-law's may be amended by a two-thirds (2/3) positive vote of those regular members present and voting.

Section 3. All automatic grammatical, punctuation and correlation corrections in the constitution or by-law's and/or amendments thereto, which in no way alter the intent of the constitution or by-law's, shall be effected by those members serving on the executive committee, without prior approval.

### Article XVI

#### **DISSOLUTION:**

Section 1. In the event of dissolution, abandonment, or termination of the club, no income, contribution or other revenue or funds shall accrue to the benefit of any individual or profit making organization.

Section 2. All tangible assets possessed by the club must be sold at the current market value and the proceeds placed in the treasury.

Section 3. All current indebtedness must be paid and any assets remaining shall be delivered to a charity or non-profit organization selected by a vote of the members at the final meeting of the club.

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Date Adopted: June 3, 1993

Original Signed.

This document was created using Microsoft Word. The file name is K8QIK\_C.DOC and is contained on a 1.44M floppy disk which is in the club secretary's possession.

Date Modified: April 4, 1996

Trustee

Signed

President

Vice President

Secretary

Treasurer

Activities Manager

Immediate Past President