

Iowa Wireless Amateur Radio Network
Constitution and By-Laws

August 2015

Preamble: We, radio amateurs, wishing to promote for ourselves the pleasures and benefits of the association of persons commonly interested in an amateur radio club and other amateur radio activities, constitute ourselves as the "Iowa Wireless Amateur Radio Network" (referred to hereafter as "IWARN" or "the club") and enact this constitution as our governing law. It shall be our purpose to promote cooperation, exchange information, protect our communities, improve our radio skills to operate with more efficiency and build our club as to advance SkyWarn activities and emergency preparedness within the amateur radio community.

Article I – Membership: Persons interested in amateur radio shall be eligible for membership. Membership in the ARRL shall be strongly encouraged so that the minimum membership percentage requirement for ARRL Club Affiliation can be maintained. Membership application shall be made by written petition and election to membership shall be made by the Executive Committee. Full members shall be licensed amateur operators and shall have voting privileges. Associate members are non-licensed individuals who show interest in amateur radio and shall have no voting privileges.

Article II – Officers: The officers of the club shall be the President, Vice President, Secretary-Treasurer, and two Directors. The officers shall be full members of IWARN. The officers shall be defined in the by-laws. An officer vacancy occurring between elections shall be filled by special election at the first regular meeting following the occurrence of the vacancy. Officers may be removed from office by a 2/3 vote of full members present at any regular or special meeting.

Article III – Dues: The club, by simple majority vote of full members present at any regular or special meeting, may levy upon the membership dues or assessments as deemed necessary for the business of the club.

Article IV – Amendments:

A. Constitution: The text of any proposed amendment to the constitution and an explanation of why the amendment is proposed shall be provided in writing or e-mail to all full members of the club prior to the next regular or special meeting to allow time for consideration. A 2/3 vote of full members present at any regular or special meeting is required to adopt the amendment.

B. By-Laws: The text of any proposed amendment to the by-laws and an explanation of why the amendment is proposed shall be provided in writing or e-mail to all full members of the club prior to the next regular or special meeting to allow time for consideration. A 2/3 vote of full members present at any regular or special meeting is required to adopt the amendment.

Article V – Rules (By-Laws): The club shall meet informally, however in rare instances Robert's Rules of Order may be invoked if needed.

A. Club Year: A defined year for IWARN shall be January 1 through December 31.

B. Meetings: Regular meetings shall be held monthly, normally on the 1st Thursday of the month at a location agreed upon by the club, typically the Education Room of the Grundy County Memorial Hospital in Grundy Center, Iowa. Special meetings will be defined as needed. Members shall be informed in advance of any meeting via the IWARN Sunday Night net, telephone, e-mail, or newsletter.

C. Removal of Membership: An officer or member who ceases to hold an amateur radio license at any time during the club year or without prior notification ceases to contact the club on a regular basis via weekly nets, meetings or club activities for one year shall cause the Executive Committee to vote on the removal of their membership. The member will be notified by the Secretary-Treasurer of their removal from the club. Membership may be reinstated if the conditions that resulted in their removal are corrected.

D. Voting: For a vote to be processed the full member must be present at the regular or special meeting in which the voting occurs.

E. Officer Election and Terms of Office: Officers shall be elected at the first regular meeting of the IWARN year. The terms of office shall be one year for the President, Vice President, Public Information Officer, and Secretary-Treasurer. Two year staggering terms shall be utilized for the Directors. Officers shall serve until replaced.

F. Officer Duties:

1. President: The president shall schedule and preside over all meetings of the club. The President shall enforce due observation of this constitution and by-laws, shall decide all questions of order, shall vote in the event of a tie vote, shall sign all official documents adopted by the club and shall perform all other customary duties pertaining to the office of President. The president shall also receive all membership applications.

2. Vice President: The Vice President shall assume all of the duties of the President in the absence of the President. The Vice President shall also be the editor-in-chief of the IWARN newsletter. In this capacity, the Vice President shall cause a list of all officers and members to be listed in the newsletter published prior to the first meeting of the IWARN year.

3. Secretary-Treasurer: The Secretary-Treasurer shall keep a record of the proceedings of all meetings, shall keep a roll of all officers and members including the status of ARRL membership, carry on all official correspondence and maintain the Constitution and By-Laws. The Secretary-Treasurer shall receive and receipt for all monies paid to the club, keep an accurate account of all monies received and extended, and pay bills authorized by the club or Executive Committee. The Secretary-Treasurer shall assume all the responsibilities of the President in the absence of the President and Vice President. When acting as President at any meeting, the Secretary-Treasurer shall temporarily appoint another full member to act as Secretary-Treasurer. At the end of their term in office, the Secretary-Treasurer shall turn over all club records, monies and items to the Secretary-Treasurer-elect.

4. Public Information Officer (PIO): The PIO shall maintain periodic contact with the Executive Committee. The PIO shall speak on behalf of and with the authorization of the Executive Committee to the media and local government. The PIO shall prepare an emergency response PR kit including establishing and maintaining a list of media and local government contacts. The PIO shall generate advance publicity through the media of scheduled activities of interest to the public including licensing classes, hamfests, club meetings, Field Day, etc. The PIO shall attempt to deal with and minimize any direct negative publicity in reference to the club or any incorrectly ascribed negative stories about the club.

5. Directors: The Directors shall provide the club with general guidance and continuity. The Directors shall serve two year staggering terms so that only one Director will be elected each year.

6. The Board of Directors: The Board of Directors shall be composed of the Officers of the club elected by membership. The Board of Directors shall have general supervision of the affairs of the club between meetings, shall prepare an annual calendar of meetings and activities, shall make recommendations to the club for action and shall perform such other duties which shall be ordered by the club.

G. Funds: The Executive Committee may authorize expenditures of club funds of \$100.00 or less per expenditure. If an expenditure is over \$100.00, approval is to be decided by a vote. A simple majority vote at a regular or special meeting is required.

H. Newsletter: The IWARN Newsletter shall be published and distributed by e-mail to all members approximately one week prior to each regular meeting. The newsletter shall serve as a formal notification of the upcoming meeting.

I. Standing Committees: Standing committees shall be appointed by the Executive Committee. The term of office for a standing committee member is two years, unless otherwise noted. The standing committees of the club and their functions are as follows:

1. Audit Committee: The audit committee shall be established by the Executive Committee when needed.

2. Membership Committee: The membership committee consists of the Executive Committee as described in Article I of the Constitution.

3. Repeater Committee: The repeater committee shall define and enforce the rules for proper operation of the repeaters during regular and emergency operations. Ultimately however, the repeater trustee has the final decision.