

The Wellington Radio Club's Constitution and By-Laws

PREAMBLE

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio and the welfare of our surrounding communities, constitute ourselves the **WELLINGTON RADIO CLUB, (WRC)**, and enact this constitution as our governing law.

This organization shall be non-profit, non-political and non-denominational. Its purposes shall be to:

- Prepare for and provide communications during emergencies or community events
- Collaborate with emergency, disaster relief and other organizations
- Foster teamwork, fraternity and individual operating efficiency
- Facilitate the exchange of information and ideas on communication theory and practice
- Furnish training and guidance to current amateur radio operators and those seeking to become amateur radio operators
- Maintain an honorable, wholesome and harmonious image of a Radio Amateur in our community by conducting the WRC, its programs and activities in the spirit of the American Radio Relay League, (ARRL), Amateur's Code.

ARTICLE 1 MEMBERSHIP

All persons interested in Amateur Radio communications shall be considered for membership. Membership shall be by application submitted to the Treasurer of this club and each applicant shall be introduced to the WRC's members at a regular meeting, if possible. Each applicant must agree to abide by the Constitution and By-laws, the Amateur's Code and such rules as may be adopted from time to time by the WRC.

Two-thirds, (2/3), of the members of the Board of Directors shall approve the applicant before he/she shall be deemed a member.

The WRC shall not discriminate in membership based upon race, spiritual creed, sex, religion, age or national origin.

To ensure that the principal focus of the WRC remains on providing Emergency and Special Event communications for our community and the surrounding areas, all full members are

encouraged to participate in any Wellington Radio Club sponsored preparedness or emergency activities.

Qualified activities include, but are not limited, to the Emergency Net, exercises, public service events, training, repeater maintenance and club committees.

Licensed amateur radio operators shall be eligible for full membership. Full membership includes all WRC privileges as well as rights to hold a WRC office and to vote for club officers.

Associate membership may be offered to persons who are interested in becoming licensed amateur radio operators and to those who do not wish to be full members. Associate members shall enjoy all social and technical benefits provided by the WRC, except the privileges of voting and holding office.

ARTICLE 2 DUES

Yearly dues will be recommended by the Board of Directors and approved by the membership of the WRC at its May meeting. The dues year will commence on July 1st and end on June 30th.

Dues should be paid to the Treasurer and shall be used for the operating expenses of the WRC in furtherance of its stated purposes.

Members of the Club who are immediate family members, (spouse, children, and/or parent(s)), residing in the same household of a full member, shall be assessed dues per the following schedule:

- First Full member - full annual assessment
- Second Club member, (within the same family), - one-half, (1/2), the full annual assessment
- All remaining Club members within the same family - no assessment

Members of the WRC who are full-time students, disabled or who are sixty five years of age or older shall be assessed half the full annual assessment.

Minors shall be Associate Members and exempt from dues.

The Board may make exceptions to the dues assessments on a case by case basis.

ARTICLE 3 DIRECTORS, OFFICERS and DUTIES

Directors:

- There shall be a Board of Directors of at least three in number which shall consist of Officers of the WRC.
- When written agreements between the WRC and municipalities are in force, the municipality's representative shall hold a directorship. To qualify for a directorship, the representative must be a full member and in good standing within the WRC.

The Board of Directors shall nominate additional Board member positions, either at large or with specific functions for a term no longer than twelve months, with the approval by two-thirds, (2/3), vote of the full members attending the next club meeting to maintain this majority number of Board Members.

The Board of Directors shall be the governing body of the Wellington Radio Club and as such shall formulate and be responsible for all matters of policy. It shall review all reports of conduct unbecoming a member of the WRC and, if sustained, submit the matter to the body of the WRC at a regular meeting. Decisions of the Board of Directors shall be reached upon majority vote; thereupon the President shall execute the decisions so made or the policies so formed.

The Board of Directors shall meet in regular or special meeting in order to transact business. The newly elected Board of Directors shall take office immediately following their election. The new President shall call a regular organizational meeting of old and new officers within twenty days of their election. The Board of Directors shall normally meet in regular meeting, duly called, at least once per year.

Officers (shall consist of):

- President
- Vice-President
- Secretary
- Treasurer
- Program & Activities Chairperson

The officers of the WRC shall be elected for a term of one year by ballot or show of hands, of the full members present, provided there be a quorum, through the Election Procedures of ARTICLE 4.

Any full member may be nominated for any office in the Club.

If there are fewer than twenty five full members, members may be nominated for, and hold, more than one office concurrently.

Duties:

President - The President shall be the administrative head of the Club; shall preside at all meetings; and shall conduct same according to the rules adopted. The President shall enforce due observance of the Constitution and By-laws; decide all questions of order; The President alone shall sign all official documents that are adopted by the Club; and shall act as its spokesmen and representative at meetings with other organizations and committees unless some other member is delegated so to act in any instance by him/her or the Board of Directors. A pronouncement shall not obligate or commit this Club unless this obligation or commitment has been specifically authorized by the Board of Directors. The President shall be an ex-officio member of all committees except for the Nominating Committee; The President shall perform all other customary duties pertaining to the office of President.

All candidates for the office of President shall have held membership in the WRC continuously for at least one year immediately prior to the election date. For election eligibility purposes, membership is considered continuous if it contains only one lapse not exceeding ninety days.

Vice-President - The Vice-President shall possess all the powers and assume all the duties of President in the event of the absence or disability of the President. The Vice-President shall, further, assist the President in all functions of that Office; and shall perform such other duties as are properly assigned to him/her by the Board of Directors. The Vice-President shall act as Chairperson of the By-laws Committee should one be formed.

Secretary - The Secretary shall keep an accurate record of all official meetings of the Club, which may be read upon request. The Secretary shall keep a roll of all members, and the current status of these members; shall keep a roll of members present at meetings; shall carry on all necessary correspondence for the Club; shall read all communications.

Treasurer - The Treasurer shall keep an accurate and current record of all monies received and disbursed by the WRC; shall read all bills; shall receipt for all bills paid and monies received. The Treasurer shall pay no bill without the approval of the Board of Directors; shall submit at the end of each quarter an itemized statement of all receipts and disbursements; shall accept all applications for membership. The Treasurer shall deposit all monies received in the bank approved by the Board of Directors. The Treasurer shall be the Property Officer and have custody of, and safeguard, keep in good order, and report who is in possession of Club property when the final statements are presented. At the expiration of the Treasurers term all the property and records belonging to the Club will be turned over to the new Treasurer.

Program & Activities Chairperson, (PAC) - Under the direction of the Board of Directors, shall be responsible for programs and presentations at meetings which endeavor to increase knowledge of radio techniques, general information, or other interesting items among its members.

ARTICLE 4 ELECTION PROCEDURES

Procedures for Regular Elections:

- By the October Board of Directors meeting a Nomination Committee shall be appointed by the Board. By the November general meeting the Committee will have chosen a slate of nominees, at least one for each office.
- At the November meeting nominations will be opened to the floor. After the close of the nominations, the Nominating Committee will add its selections to the Slate. Then nominations from the floor will be accepted again.
- The entire list of candidates will be sent to the membership along with the December meeting notice.
- At the December election meeting nominations from the floor will again be opened.
- The nominees are encouraged to present a short autobiographical sketch. The candidates may participate in a brief question and answer period at the election meeting prior to the vote.

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

ARTICLE 5 MEETINGS AND QUORUMS

There shall be regular and special meetings. At meetings, the members attending the meeting shall constitute a quorum for the transaction of business.

At a Board of Directors meeting, a majority of the Board shall constitute a quorum.

WRC meetings shall be held at least once each month. A regular date, time, and place for the meeting, excepting special meetings, shall be selected by the Board of Directors, but may be altered by a majority vote of the membership. Special meetings may be called by the President. He/she shall be required to call a special meeting upon receipt of a written request signed by five or more full members.

All members shall be notified at least forty eight hours before the time set for a meeting.

ARTICLE 6 COMMITTEES

The President shall form additional committees as necessary or upon the majority vote of the full membership as a result of a passed motion for the creation of a special committee. The President shall be able to remove any committee chairperson found not effectively fulfilling his/her responsibilities.

There will be two on-going committees:

- Special Activities Committee, (see Article 7)
- Repeater Committee, (see Article 8)

ARTICLE 7 SPECIAL ACTIVITIES COMMITTEE

The PAC or WRC Officers will lead the Special Activities Committee. This Committee shall organize, plan and lead activities for Club members to prepare for and provide communications for events. These activities may include, but are not limited to, Field Day, hurricane drills, simulated emergencies, participation in traffic and emergency nets, community special event communications, training classes, contests, etc.

The Committee may call upon any member to assist them in their various projects.

ARTICLE 8 LICENSE TRUSTEE, REPEATER COMMITTEE

The License Trustee shall hold all licenses for Club Stations. He shall be the official representative of the Repeater Committee with all outside agencies and groups; shall be chairman of the Repeater Committee and officiate at its meetings.

The Repeater Committee will be responsible for the control and maintenance of the Wellington WRC repeater.

ARTICLE 9 AMENDMENTS

This Constitution and By-laws may be amended by a fifty one percent vote of the total full membership. Proposals for amendments shall be submitted in writing by the By-laws Committee at a regular meeting.

The Secretary shall provide all members notice of the intent to amend the Constitution and/or By-laws and of the nature of the proposed changes.

The proposals will be sent to all full members in good standing. They shall be discussed and voted on at the next regular meeting, or no sooner than two weeks, after a notification.

If fifty one percent of the members attending, do not vote, the issues shall be decided by a regular meeting convened no less than fourteen days nor more than sixty days of the first vote. No second notification will be made nor can any of the issues be changed from those of the first mailing. At that regular meeting, the issues shall be decided by a two-thirds, (2/3), vote of the attending membership.

ARTICLE 10 REMOVAL OF MEMBERS, OFFICERS OR DIRECTORS

For just cause, an Officer or Director may be removed from the WRC by a three-fourths, (3/4), vote of the total full membership. Members may be removed for just cause by a three-fourths, (3/4), vote of the quorum of full members present at any business meeting. The member, officer or director being removed shall be notified at least fourteen days prior to the vote and that said member shall have the right to speak at the meeting before the vote is taken.

Members of the Club who have failed to pay annual dues within two months of written notification by the Secretary shall automatically be removed from the membership rolls.

ARTICLE 11 DISSOLUTION

If for any reason this Wellington Radio Club is dissolved, all monies shall be transferred to the Repeater Committee. The Repeater Committee will be required to form a Repeater Group.

The above Constitution and By-laws have been duly ratified by those present at the

_____, meeting of the Wellington Radio Club.

President

Secretary

Vice-President

Treasurer

Program & Activities Chairperson