

**JONES COUNTY AMATEUR RADIO CLUB**  
Jones County, Iowa

**CONSTITUTION  
AND  
BY-LAWS**

**Douglas Hilton, KCØLGB, President**

**Scott Werling, NØXZY, Vice-President**

**Ronald Hendricks, KBØOCH, Secretary-Treasurer**

**Richard Kittrell, WØRFX, Repeater Trustee**

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Dated

## **PREAMBLE**

We, the undersigned, wishing to secure for ourselves the pleasure and benefits of the association of persons commonly interested in amateur radio, constitute ourselves the JONES COUNTY AMATEUR RADIO CLUB, hereinafter referred to as "The Club," and enact this constitution as our governing law. It shall be our purpose to further exchange of information and 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 interest and welfare of amateur radio in the community. The Jones County Amateur Radio Club is a not-for-profit organization that operates solely on paid dues and donations.

## **ARTICLE 1**

### **Membership:**

All persons interested in amateur radio activities solely for personal aim and without pecuniary interest shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its By-Laws.

## **ARTICLE 2**

### **Officers:**

**Section 1:** The officers of the club shall be: President, Vice-President, Secretary-Treasurer, and Repeater Trustee.. Other offices may be added as deemed necessary or desirable by the membership with an approval vote of not less than two-thirds of the membership required to establish the office.

**Section 2:** The officers of the club shall be elected for a term of one year by ballot of the members present provided there is a quorum, at the October meeting. The term of office of those elected shall run January through December of the following year.

**Section 3:** Vacancies occurring between elections must be filled by special election at the first regular meeting following the withdrawal or resignation.

**Section 4:** Officers or members may be removed by a three/fourths vote of the membership.

## **ARTICLE 3**

### **Duties of Officers:**

**Section 1:** The President shall preside at all meetings of this club, and conduct the same according to the rules adopted. He/she 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 perform all other customary duties pertaining to the office of President. The president shall also serve on the board of directors of the corporation.

**Section 2:** The Vice-President shall assume all duties of the President in the absence of the latter. The vice-president shall also serve on the board of directors of the corporation.

**Section 3:** The Secretary-Treasurer shall keep a record of the proceedings of all meetings, keep a roll of members, submit applications for membership, carry on all correspondence, read communications at each

meeting, mail special meeting notices to each member, receive all monies paid to the club and keep an accurate account of all monies received and expended.

He/she shall pay no bills without proper authorization (by the club or its officers, constituting a business committee). At the end of each quarter he/she shall submit an itemized statement of disbursements and receipts. He/she shall, at the expiration of his/her term of office, turn over everything in his/her possession belonging to the club to his/her successor. The Secretary-Treasurer shall also serve on the board of directors of the corporation.

**Section 4:** The Repeater Trustee shall be responsible for the operation of all club operated amateur repeaters. The Repeater Trustee, in consultation with the club officers and/or the general membership, shall assure that the club owned repeaters are operated in a manner consistent with FCC regulations, coordination requirements, and conventional radio etiquette.

The Repeater Trustee may appoint, with club membership approval, a Repeater Committee to assist with the operation of the club repeater (s).

He/She is authorized to represent the club in all matters concerning the club operated repeaters.

The Repeater Trustee shall also serve on the board of directors of the corporation.

## **ARTICLE 4**

### **Meetings:**

The By-Laws shall provide for the regular and special meetings. At meetings, a minimum of one-third of the membership shall constitute a quorum for the transaction of business other than those actions requiring a greater percentage of the membership for action.

## **ARTICLE 5**

### **Dues:**

The club may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Annual dues shall be reviewed and approved during the annual election of officers. Any special assessment needs shall be approved by a majority of the membership. A separate dues structure, at the option of the membership, may be established for associate members. Non-payment of such dues or assessments shall be cause for expulsion within the discretion of the membership.

## **ARTICLE 6**

**Membership Assistance:** The club will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absences of spurious radiations. The club shall also maintain a program to foster and guide public relations.

## **ARTICLE 7**

### **Amendments:**

This Constitution or the By-Laws may be amended by a two-thirds vote of the total membership. Proposals for amendments shall be submitted in writing at a regular club meeting and shall be voted on at the next regular meeting, provided all members have been notified by mail or email of the intent to amend the constitution and/or the By-Laws at said meeting.

### **ARTICLE 8**

The club will obtain and maintain non-profit status in accordance with Iowa Code section 504A and Internal Revenue Service section 501 ( c ) (3).

### **ARTICLE 9**

Robert's Rules of Order shall govern proceedings.

# BY-LAWS of the Jones County Amateur Radio Club

## **1. Secretary.**

It shall be the duty of the Secretary to keep the Constitution and By-Laws of the club and have the same with him/her at every meeting. He/she shall cause all amendments, changes, and additions to be noted thereon and shall permit the same to be consulted by members upon request.

## **2. Membership.**

Full membership is open to all licensed amateurs. Associate membership is open to all other interested persons. Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers. Associate membership includes all club privileges except the right to hold office and vote for club officers. Application for membership shall be submitted at regular meetings.

## **3. Meetings**

Regular meetings shall be held on the first Wednesday of each calendar month at such place as the President shall order. Special meetings may be called by the President upon written request of any five members. Notices shall be sent to members concerning special meetings and business to be transacted. Only such business as designated shall be transacted. Such notices shall be so sent so that they arrive not less than twenty-four (24) hours before the meeting time.

## **4. Reserved**

## **5. Repeater.**

The club shall operate and maintain at least one repeater. The band(s) of operation shall be determined by the membership, with specific frequencies for each repeater to be determined by the Frequency Coordinator, or other authority, as recognized or mandated by the Federal Communications Commission. Use of all associated club user functions shall be afforded all full members. Said members shall be provided with appropriate documentation on use thereof. Subsequent operation or affiliation of other repeaters must fall within the guidelines and approval of the Jones County Amateur Radio Club. Those frequencies will not be constrained nor limited, except to the frequency allocation of the licensee. Additional user functions, such as packet, RTTY, or a BBS (bulletin board system) may be established.

## **6. Repeater Committee.**

The Repeater Committee will be appointed by the Repeater Trustee with club membership approval. This committee will be responsible for the current club repeater (s) operation and use thereof, as well as for any enhancements or repairs. The Chair of the Repeater Committee shall be the elected repeater trustee and may appoint other club members as deemed necessary to assist in repeater operations and maintenance..

## **7. Additional By-Laws.**

Additional By-Laws may provide for technical, program, publicity and other committees, or other rules not provided for in the constitution itself.

Attested to and signed by the Officers of the Jones County Amateur Radio Club, this

\_\_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Douglas Hilton, President

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Scott Werling, Vice-President

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Ronald Hendricks, Secretary-Treasurer

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Richard Kittrell, Repeater Trustee

# Jones County Amateur Radio Club Membership Application

\_\_\_\_\_ Full Membership    \_\_\_\_\_ Associate Membership

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Amateur Call: \_\_\_\_\_

License Level: \_\_\_\_\_

Email Address \_\_\_\_\_

ARRL Member    \_\_\_\_\_ yes    \_\_\_\_\_ no

Areas of Interest

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For Club Use

Date received: \_\_\_\_\_

Date Voted by Membership \_\_\_\_\_

Dues Paid: \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_