

Brightleaf Amateur Radio Club
BARC CONSTITUTION AND BY-LAWS
November 13, 2018

CONSTITUTION

Preamble

The name of the club shall be the Brightleaf Amateur Radio Club (BARC). The purpose of the Club shall be to further cooperation within the community of Amateur Radio Operators by promoting radio knowledge, operating efficiency and the exchange of information between members. We do so by conducting activities and programs that advance the general interest in and the welfare of Amateur Radio in our community. The members enact this constitution as our governing law.

Article I: Membership

Any person interested in Amateur Radio communications is eligible for membership. Membership shall be by application upon such terms as the club shall provide in its By-Laws.

Article II: Officers

The officers of the Club shall be the President, First Vice President, Second Vice President, Secretary, Treasurer, and two Trustees. One Trustee shall automatically be served by the immediate Past President. If the President is elected to a second term, another member shall be elected to serve this trustee position.

Section 1 - Qualifications

All officers of the Brightleaf Amateur Radio Club shall hold an amateur radio license and be a member of the Brightleaf Amateur Radio Club.

Section 2 – Election of Officers

Officers shall be elected by majority vote of the membership at the Annual Meeting, provided a quorum is present. Incoming officers shall be installed at the conclusion of the December meeting. If any absentee ballot containing a write in vote is cast, the presiding officer shall not accept a motion to elect the slate by acclamation.

Section 3 - Terms

Officers are elected to one (1) year terms and may not serve more than two (2) consecutive terms in the same office.

Section 4 - Vacancies

Vacancies occurring between elections must be filled by appointment of the Executive Board, subject to ratification by the membership at the next membership meeting. That ratification requires a simple majority vote of the members present.

Section 5 – Removal from Office

Officers may be removed from office provided thirty percent of the regular membership is present to vote on such action at a membership or special meeting. A two-thirds majority vote will be required.

Section 6 – Executive Board

The Executive Board shall consist of the seven officers in Section 1, above. The President shall be chairman of the Executive Board. The Executive Board shall meet on call of the President to conduct business between membership meetings. All actions of the Executive Board shall be reviewed by and be subject to ratification by the membership at the next membership meeting.

Section 7 - Nominations

The President shall form a nominating committee, in July, to present a slate of candidates. Nominations for new officers shall be made at the September meeting. Nominations shall also be accepted from the floor. No other names shall be added to the official slate of candidates after the close of the September meeting. This provision shall not be construed as prohibiting members to vote for write-in candidates or as prohibiting any member from campaigning for write-in votes.

Section 8 - Voting

Members who are qualified to vote at the Annual meeting may vote by absentee ballot. Absentee ballots shall conform to the appropriate section(s) of the by-laws.

Article III: Duties of Officers

Section 1 - President

The President is the chief officer of the Club and Chairman of the Executive Board. He or she shall preside at all meetings, appoint committees, approve all disbursements, and may sign checks in lieu of the Treasurer.

Section 2 – First Vice President

The First Vice President shall assist the President and perform such other duties as the President may assign. He/she shall be responsible for reporting health and welfare news to the membership. In the absence of the President, the First Vice President shall officiate at all meetings. He/she shall be authorized to sign checks in lieu of either the President or the Treasurer.

Section 3 – Second Vice President

The Second Vice President shall coordinate a program for each membership meeting, and perform such other duties as the President may assign. In the absence of the President and First Vice President, the Second Vice President shall officiate.

Section 4 - Secretary

The Secretary shall keep the minutes of all meetings, maintain all records and files, including the file copy of the Constitution and By-Laws, handle all correspondence in cooperation with the President and perform such other duties as may be assigned by the President.

Section 5 - Treasurer

The Treasurer is entrusted with the custody of the Club's funds and shall submit a monthly financial report at each meeting. It shall be the Treasurer's responsibility to keep the bank currently informed of the signatures of the Club officers as used on the Club's checks. The Treasurer shall submit a budget to the membership in accordance with Article IX.

Section 6 - Trustees

Two Trustees shall act in an advisory capacity to the President, chair committees on request of the President and perform any other duties requested of them.

Article V: Dues

Club membership dues and assessments of special dues will be recommended by the Executive Board and approved by the membership.

Article VI: Membership Assistance

The Club, through approved designated Ad Hoc Committees, will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practices, and absence of spurious radiation from club members equipment. The club shall also maintain a program to foster and guide public relations.

Article VII: Amendments

The Constitution or the By-Laws may be amended by a two-thirds vote of the members at a membership or special meeting, provided that the club members are notified of the proposed amendments at a membership meeting or in the club publication at least one month prior to the vote on said amendments. Proposals for amendments shall be submitted in writing at a membership meeting and shall be voted on at the next following membership meeting, provided all members have been notified by mail of the intent to amend the Constitution and/or By-Laws at said meeting.

Article VIII: Financial Policies

Section 1

The Brightleaf Amateur Radio Club, Inc. is a non-profit, non-commercial amateur radio organization. The club shall operate within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

Section 2

No officer or member of the Club shall receive any personal compensation for services rendered to, by, or for the Club.

Section 3

No officer or member of the Club has the authority to obligate the Club in any manner, monetarily or otherwise, except as authorized by the budget, or by vote of the membership.

Article IX: Adoption and Modification of the Budget

Section 1

A budget shall be prepared annually by the Treasurer. The budget shall identify by categories, known and predictable expenses. The budget shall be reviewed by the Executive Board at the October Executive Board meeting and submitted to the membership at the Annual meeting. Upon approval of a majority of the

membership present (membership quorum required) , the budget shall serve as the basis for all expenditures for the Club in the following year. Such approval shall provide sole and sufficient authorization to the Treasurer to disburse Club funds in each of the categories, up to its approved maximum. No checks may be issued that cause the budget to be exceeded.

Section 2

At a membership meeting, any member may move to increase the budget. If the increase is less than one hundred dollars (\$100.00), it may be adopted immediately by a simple majority vote of the membership.

If the increase is one hundred dollars (\$100.00) or more, the motion will be tabled until the next membership meeting.

The Executive Board shall then meet to consider the motion and report its recommendation to adopt or reject the motion to the membership.

After the recommendation of the Executive Board has been presented, the motion may be approved by a simple majority vote of the membership.

The budget shall be adjusted by any non-budgeted spending motion approved by the membership.

Section 3

The Executive Board may, without reference to the budget and by a simple majority vote, approve expenditures it considers urgent in nature. Such expenditures shall be presented to the members at the next membership meeting.

Under no circumstances will any expenditure whether approved by the membership or the executive board, cause the club to enter into debt.

Article X: Dissolution of the Club

Upon dissolution of the Club, the assets thereof shall, after all its liabilities and obligations have been discharged or adequate provisions made thereof, be distributed to association or associations for a purpose similar to those set forth in the Preamble of this Constitution.

Article XI: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these By-Laws, and any special Rules of order the Club may adopt.

Article XII: Quorum

A quorum at an Executive Board meeting shall consist of four (4) board members present.

A quorum at a membership meeting shall consist of fifteen (15) voting members present.

Article XIII: Financial Record Review

Each January, the Executive Board shall review the financial records from the preceding year.

BY-LAWS

1. Membership Classifications and Dues

Applications for membership shall be submitted at membership meetings. Persons meeting the membership requirement of the Club will be accepted for membership upon payment of dues for the current year and approval of the Executive Board. No initiation fee is required. If the Board votes to **remove** membership **of** any individual, the procedure for removal from club membership will be followed.

Membership dues are due at the beginning of each fiscal year. A grace period of 60 days to renew membership will be given. If dues are not paid by the end of the grace period, membership shall cease until dues for the current year have been paid. Reinstatement of membership for non-payment of dues shall not be subject to approval by the Executive Board.

Regular Membership:

Regular membership is open to all licensed amateurs. Regular membership includes all club privileges as well as rights to hold a Club office and to vote for Club officers.

Family Membership:

When two or more Regular Members of the same family reside at the same address, all but one may be designated a Family Member, but retain all the rights of a Regular Member.

Associate Membership:

Associate membership is open to those actively pursuing an Amateur Radio license and all other interested persons. Associate membership includes all Club privileges except for the right to hold a Club office and to vote for Club officers.

Life Membership:

The Club membership may, from time to time, designate Honorary Life Members. Upon the signed recommendation of one member, seconded by another, and by a three fourth vote by ballot at the annual meeting, Honorary Life Membership may be conferred upon an adult member who shall have rendered notable service to the organization. These persons have all rights of Regular Members except they are not expected to pay dues.

2. Removal from Club Membership

(2) Any member may be removed or denied membership from the Club by a three fourths majority vote at a regular meeting (provided a quorum is present). Grounds for removal or denial of membership are limited to conduct deemed unacceptable to the Club and/or Amateur Radio practices. The member in question must be notified by the Executive Board, in writing, via registered mail. The written notice must contain the intent of a vote to remove or deny membership, the grounds for removal/denial and the date that the vote of the membership is to be taken. The member shall be allowed to defend his/her position to the Club membership prior to the vote. The vote shall be by secret ballot. A member that is expelled shall be refunded a prorated portion of their dues, based on the number of months remaining in the year.

3. Meetings

Regular meetings shall be held monthly as determined by the members. The November meeting shall also be referred to as the annual meeting. Special meetings may be called by the President or Vice Presidents upon the written request of any five Regular Members. Notices shall be sent to members concerning special meetings and the business to be transacted. Such notices shall be sent so that they arrive not less than five days before the meeting.

At the request of the President, or in the absence of the President, a Vice President, a special Executive Board meeting may be called. A quorum must be present. An agenda must be given prior to the meeting. No other business outside of the agenda will be considered. The results of such meetings will be reported to the membership at the earliest opportunity.

4. Fiscal Year

The fiscal year for the Club shall run from January 1 to December 31.

5. Check Signing

No authorized check signer may write and sign a check to his/her self.

6. Donations

Unless otherwise approved by a two-thirds vote of the membership present at a regular or special meeting, the club may not make a donation in excess of \$100.00.

7. Absentee Ballots

The Elections Committee or the Nominating Committee shall be responsible for providing absentee ballots for each general election. The committee shall take all reasonable precautions to ensure that absentee balloting provides to both voters and candidates all rights, privileges, and safeguards normally present for in-person voting, including secrecy of ballot and reasonable security against election fraud. All absentee ballots must be received prior to the beginning of the annual meeting.

Approval Dates

Original Constitution approved by membership at Membership Meeting on June 11, 1996

Constitutional amendments approved by membership at Membership Meetings on June 8, 1999, December 11, 2007, April 8, 2008 and November 13, 2018.