

**Thunder Bay Amateur Radio Club**  
**Constitution and By-Laws**  
revised Summer 2016

**Preamble:**

We the members of the Thunder Bay Amateur Radio Club, wishing to share the pleasures and benefits of the association of persons with a common interest in electronics, amateur radio communication and community service; do now enact this revised constitution as our governing law, pursuant to Section 911 of Act 162, Public Acts of 1982 Of the State of Michigan, as amended.

**It shall be our purpose to:**

- facilitate the exchange of information and general cooperation between members.
- increase the knowledge of electronics as related to communications, both in ourselves and in the scientific community.
- improve individual skills in radio operation.
- advance the level of emergency preparedness among the membership.
- provide emergency and public service communication.
- promote and enhance our friendship with HAMS in our community and around the world.
- so conduct Club programs as to advance the general interest and welfare of amateur radio in the community.

We furthermore wish to acknowledge the efforts of our founders who met on February 9, 1961 to establish our organization and draft the first constitution adopted on February 23, 1961, in the City Of Alpena, Michigan.

**Article I - Membership**

All persons interested in amateur radio shall be eligible for membership. (Membership shall be by application, upon such terms, as the Club shall by its' by-laws provide.)

***Membership may not be denied because of race, creed, color, religion, gender, sexual orientation, political affiliation, marital status or any other reason that would be biased or prejudicial.***

**Article II - Officers**

Section I The officers of this club shall be President, Vice-President, Secretary and Treasurer and together form the Executive Committee the club. The office of Treasurer can be held by one of the other officers upon a vote of the membership. All officers have the authority to sign checks with the exception of signing a check payable to themselves.

## Section. 2. Election

The officers of this club shall be elected for a term of two years by ballot of the members present, provided there be a quorum, at the annual meeting.

## Section 3. Vacancies

Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or resignation.

## Section 4. Eligibility

In order to hold an office an individual must be a full member and hold a valid Amateur Radio license.

## Section 5. Resignation

Any officer may resign his/her position in writing at which time all records and assets of the club will be turned over to the President or Vice President.

## Section 6. Removal of Officers

Officers may be removed from office for cause, upon written petition of simple majority of members presented to the President or Vice President. After investigation the petition will be presented to the membership at the next regular meeting of the club and a voted on by the membership. Removal of an officer requires a three-fourths vote of the full membership.

## **Article III - Duties of Officers**

### Section. 1. President

The President shall preside at all meetings, and conduct them 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 adopted by the club, and perform all other duties pertaining to the office of President.

### Section. 2. Vice President

The Vice-President shall assume all the duties of the President in his/her absence and assist the executive committee as needed.

### Section. 3. Secretary

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, submit membership applications, carry on all correspondence, read communications at each meeting, and email/mail written meeting notices to each member. A copy of the constitution and By-Laws of the club shall be brought to every meeting. He/she shall note all amendments, changes and additions on

the constitution and shall permit it to be consulted by members upon request. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

#### Section. 4. Treasurer

The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended. The treasurer has the authority to pay the monthly/yearly recurring expenses for the club as they become due. These expenditures will be reviewed on a yearly basis at the annual meeting. Other expenses require approval to pay. At the monthly meetings there will be a financial report. At the annual meeting the yearly expenditures will be available for inspection. The records must only be reviewed at the meeting. At the end of his/her term he/she shall turn over everything in his/her possession belonging to the club to his/her successor.

The executive committee can assign roles of the various Officers to members of the executive committee to help the club function efficiently.

#### **Article IV - Meetings**

The bylaws shall provide for regular and special meetings. At meetings, fifteen percent (15%) of the membership, but not less than five (5) members--including two (2) officers, shall constitute a quorum for the transaction of business.

Special Meetings: The president may call special meetings with the approval of the executive committee or upon the written request of any five members of the Club. Notices shall be sent to all members, informing them of the special meeting and the business to be transacted. Such notices shall be sent at the discretion of the executive committee by email, hand or verbal delivery or postal delivery, as to the time and purpose of the special meeting. Only such business as is designated in the said notice shall be transacted at such special meeting.

A Simplified Robert's Rules of Order at the discretion of the President shall govern proceedings.

#### **Article V - Dues**

**Section 1** The Thunder Bay Amateur Radio Club is funded by membership annual dues-as specified in the by-laws, donations and various fund raisers.

**Section 2** Dues are payable in advance and shall become due as of July 1<sup>st</sup> . Current members have a 30 day grace period in which to pay their dues. Members may pay for up two years at a time.

#### **Article VI - Membership Assistance**

The club, through designated interference, Public Relations, and Operating Committees will provide technical advice to members concerning equipment design and operation to assist in frequency observance, clean signals, uniform practice, and absence of spurious radiation's from club member-stations. The club shall also maintain a program to foster and guide public relations.

**Article VII - Club Call sign**

1. Trustee, hence forth referred to as the Custodian of the Club Station License, appointed by the technical committee for a term coincident to the expiration of the FCC issued Club Station License.
2. Custodian shall be dues-paying member in upon appointment, and, shall maintain same during his/her term as custodian.
3. Custodian shall hold an Amateur Extra Class License, issued by the FCC.
4. Duties of the Custodian:
  - Station License shall be held in possession of custodian.
  - A copy of 1icense shall be made and kept in club files.
  - A copy of license shall be kept at all repeater sites.
  - Custodian shall appoint a Control Operator who will be present at field Day or special event sites.
  - Club shall pay all fees necessary for renewal or maintenance of FCC station license.
  - In event of loss or removal of Custodian, a replacement shall be appointed by the Technical Committee.

**Article VIII - Dissolution of The Club****Section 1. Termination of Operations**

In the event that the Board of Director votes that the Club should be dissolved the motion for dissolution must receive more than two thirds vote of the full membership to pass.

**Section 2. Disposition of Assets**

The Board of Directors shall handle the disbursement of all assets of the club. No member or group of members shall receive benefit from the assets. All equipment will be sold and net proceeds donated to a non-profit organization. All remaining cash will be donated to a non-profit organization decided on by a vote.

**Amendments**

This constitution or 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 meeting and shall be voted on at the next following regular meeting, provided all members have been noticed mail and email to amend the constitution and/or By-Laws at said meeting.

**By-Laws**

1. **Officers** – see Article II and III of the Constitution.

## 2. Membership

Full membership is open to licensed Radio Amateurs, which includes all club privileges as well as rights to hold a club office and to vote.

Associate membership is open to those with an interest in Amateur Radio which includes all club privileges except for the right to hold office and vote.

Family membership – All licensed members of the household shall be entitled to the same rights and privileges as full members.

Applications for membership shall be submitted at regular meetings or to one of the officers.

Membership termination: membership can be terminated by a 2/3 vote if a member is willfully displaying disorderly conduct contrary to the goals and mission of the club.

## 3. Meetings

Regular meetings shall be held on the fourth Tuesday of each month. The August meeting will be a Family Picnic and the December meeting is a Christmas Party. Special meetings may be called by the executive committee. Notices shall be sent to members verbally and/or email concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 24 hours before the meeting.

## 4. Dues, Fees and Assessments

A regular assessment as listed below is hereby assessed in accordance with Article V of the constitution. All dues are payable by July 1st.

|  | Full Year | new member prorate/quarter |
|--|-----------|----------------------------|
| <b>Full Member</b>                           | \$20.00   | \$5.00                     |
| <b>Associate Member</b>                      | \$10.00   | \$2.50                     |
| <b>Family (all members of one household)</b> | \$30.00   | \$7.50                     |

Persons under 16 years of age shall receive their first year of membership free of charge. New members desiring to join TBARC their dues for the months preceding July 1<sup>st</sup> will be prorated by calendar quarter. Any person with a lapsed membership cannot be considered for a new membership at anytime but can rejoin as renewal.

Any member whose dues are not paid by the allotted time will be considered inactive and removed from the membership roster unless paid during the grace period. Termination of membership either by resignation or expulsion will not constitute a refund of dues paid.

## 5. Elections

Officer elections will be held bi-annually at the regular May meeting and assume the duties beginning July 1<sup>st</sup> of the election year.

## 6. Committees

**Nomination Committee** - The President will appoint a nomination committee at the March meeting. The committee will be charged with finding qualified candidates to run for office and present the proposed ballot at the April meeting. At which time the President will entertain a motion for nominations and to accept the ballot.

The ballot will be determined at this meeting will be the final ballot. If a nominee wants to remove his/her name from the ballot after the final ballot is determined the position will be treated as a vacancy and resolved according to the Constitution, Article II Section 3. The president will dissolve the nomination committee after the annual elections.

Voting: In the case of an unopposed slate the President may entertain a motion for the Secretary to cast a single ballot. Otherwise the voting will be done using paper ballots. Immediately after voting the ballots will be counted openly in front of the membership. Any candidate may request a recount of the ballots.

**Technical Committee** - Following the election of officers, the new President shall appoint a Technical Committee consisting of at least three full members of the Club who have a General Class or higher license.

- The Club Station License Custodian and Club President, shall be ex-officio members of this committee.
- The Technical committee shall be responsible for the operational service and maintenance of the Club's repeaters and all other radio equipment owned by the Club.
- All expenditures of the Technical Committee shall be approved by the membership at a club meeting.
- The Technical Committee shall recommend to the Club the purchase of any equipment or services relevant to the function of the Technical Committee.
- The Technical Committee shall have the responsibility of maintaining control codes on all Club equipment using Club Call.
- The Technical Committee shall provide all information needed to maintain equipment insurance and Club property lists.

**Interference committee** - This committee shall consist of members (appointed by the club President). The committee shall direct investigation, invite proper inquires, establish technical facts and testimony and report its results to the club.

**Website Committee** – A website administrator will be appointed to maintain and post material on the clubs’ website, ThunderBayARC.org . This person will choose volunteers to assist and be the makeup of the Website Committee.

**Special Committees** - The Executive Committee may collectively appoint any other committee, either long or short term to facilitate the functioning of the club.

**7. Amateur Radio Emergency Service** - The club shall appoint a liaison to Amateur Radio Emergency Service – ARES<sup>®</sup>/RACES and Alpena County EOC and SKYWARN.