

Sweetwater Amateur Radio Club Constitution



DRAFT
January 2016

Preamble:

We, the undersigned, wishing to secure ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Sweetwater Amateur Radio Club of Sweetwater County, Wyoming, USA. and enact this constitution as our governing law. It shall be our purpose to further the 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.

Article I

Membership

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its By-Laws. 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

The Officers section should be given careful consideration as these are the people who will be empowered to make decisions and **affect** policies for our club.

Section 1 - Offices

The officers of this club shall be **Past President**, **President**, **Future President**, Vice-President, Secretary and Treasurer. This language is illustrative.

Section 2 - Election

The president shall serve a term of one year, beginning at the conclusion of the annual election and continuing until the next election cycle. At the end of this term, the elected Future President shall automatically assume the office of President for the upcoming year, ensuring continuity of leadership and smooth transition of responsibilities. Following the completion of their service as President, the individual shall assume the office of Past President for one year. The purpose of this succession is to provide structured leadership development, continuity of governance, and preparation for future officers. The remaining officers of this club shall be elected for a term of one year by ballot of the members present, provided there is a quorum, at the annual meeting.

Section 3 - Term Limits

An individual may not hold the same office for more than four terms and may not serve more than six consecutive terms as an officer. An individual may not hold more than one office during the same term.

Section 4 - Vacancies

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

Section 5 – Eligibility

In order to hold an office an individual must be a member in good standing for at least one year.

Section 6 – 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 7 – Removal of Officers

Officers may be removed from office for cause, upon written petition of six (6) or more 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 voted on by membership. Removal of an officer requires a three-fourths vote of the full membership.

Article III

Duties of Officers

Section 1 – Past President

The Past President shall serve in an advisory capacity to the President and the Executive Committee, offering guidance, continuity, and institutional knowledge to support the effective leadership of the club. At the request of the President, the Past President may assist with matters necessary to ensure compliance with legal and regulatory requirements, including oversight of club call signs and licensing, membership administration, tax and financial obligations, and the development and improvement of club processes and procedures. In this role, the Past President acts as a resource to the officers, helping preserve the stability and integrity of the club's operations

Section 2 – 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 the President. The President shall hold a valid Amateur Radio License.

Section 3 – Future President

The Future President shall serve in a preparatory and learning capacity, shadowing the President and other officers to gain the knowledge and experience necessary for effective leadership of the club. This officer is expected to observe and participate in the planning, decision-making, and administrative processes of the Executive Committee, while not bearing the full responsibilities of the President. The Future President may assist with projects, outreach, and operational tasks as delegated, and shall be encouraged to ask questions, contribute ideas, and develop familiarity with the club's governance, compliance requirements, and community traditions. The purpose of this office is to ensure continuity of leadership by cultivating future presidents who are well-prepared to assume the role when elected.

Section 4- Vice-President

The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club. He/she shall maintain close liaison with the local ARRL's local ARES[®] Emergency Coordinator to further club participation in the Amateur Radio Emergency Service[®] (note that ARES[®] and Amateur Radio Emergency Service[®] are registered trademarks of ARRL.) The Vice-President shall hold a valid Amateur Radio License

Section 5 – 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 mail

or email written meeting notices to each member. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

Section 6 – Treasurer

The Treasurer shall receive and receipt for all monies paid to the club; keep an accurate account of all monies received and expended; 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. 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.

Article IV

Meetings

The By-Laws shall provide for regular and special meetings. At meetings, a minimum of one third of the membership shall constitute a quorum for the transaction of business. Robert's Rules of Order shall govern proceedings.

Article V

Dues

The club, by majority vote of those present at any regular meeting, may levy upon the general membership such dues or assessments as shall be deemed necessary for the business of the organization. Non-payment of such dues or assessments shall be cause for expulsion from the club within the discretion of the membership.

Article VI

Membership Assistance

The club, through designation 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 radiations from club member-stations. The club shall also maintain a program to foster and guide public relations.

Article VII

Club Call sign: WY7U

The President shall assign trusteeship of the club call sign WY7U.

The trustee shall: Be a member of the club in good standing, meet FCC requirements and not had his/her Radio Amateur licensed revoked or sanctioned at any time.

Article VIII

Dissolution of The Club

The intention may be perpetual however sometimes things must end. Having a plan in place for this is very important.

Section 1 – Termination of Operations

If the Officers vote that the Club should be dissolved the motion for dissolution must receive more than two thirds vote of a full membership to pass.

Section 2 – Disposition of Assets

The Officers 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.

Article IX

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 notified by mail or email of the intent to amend the constitution and/or By-Laws at said meeting.

By-Laws



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 note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.

2. Membership

Full membership is open to licensed Radio Amateurs. Associate membership is open to those actively engaged in a class leading to an Amateur Radio license and all other interested persons. Full membership includes all club privileges as well as rights to hold a club office and vote for club officers. Associate membership includes all club privileges except for the right to vote for or hold the office of President and Vice-President. Applications for membership shall be submitted at regular meetings.

3. Meetings

Regular meetings shall be held on the 2nd Tuesday of each calendar month. Special meetings may be called by the President upon the written request of any five club members. Notices shall be sent to members 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

Annual dues of \$25.00 per full member or \$20 per associate member is hereby assessed in accordance with the provisions of Article V of the constitution for the purpose of providing funds for expenses. Membership dues are payable in January of each year. Dues for those joining in later than January 1st will be pro-rated on a quarterly basis. Any member whose dues are not paid by March 1st will be considered inactive and removed from the membership roster. Inactive members have no voting privileges. Termination of membership either by resignation or expulsion will not constitute a refund of dues paid.

5. Elections

Elections, nominations and voting should be given careful consideration. Officer elections will be held annually at the regular/annual January meeting. Officers will assume their elected office February 1st of that year.

Nomination Committee

The President will appoint a nomination committee three months prior to the elections. The committee will be charged with finding qualified candidates to run for office. The committee will present a ballot

to the president at the regular meeting one month prior to elections at which time the President will entertain a motion for nominations and to accept the ballot. The final ballot will be published and made available to all club members by mail or email. The president will dissolve the nomination committee after the annual elections.

Voting

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

6. Amateur Radio Emergency Service ARES®.

ARES® is a program of the American Radio Relay League – our club will abide by the Rules and Regulation of the ARRL’s Field Organization as they may be amended from time to time, and by ARRL policies, rules, and guidelines contained in ARRL Publications.

7. Procurements

Procurements shall be made using one of the following methods:

- (a) Small Purchase Procedures
- (b) Competitive Quotes
- (c) Competitive Sealed Bids

a. Small Purchases

Purchases costing between **\$0.01 and \$100.00** require approval from **two club officers** (Club President, Vice President, Treasurer, or Secretary).

- If approved, **receipts must be presented** at the next club meeting for **post-purchase approval** by the membership in attendance.
- If a **majority approves**, full reimbursement is authorized.
- If **not approved**, reimbursement to the club account must be made by the purchaser and/or the officers who authorized the transaction.

b. Competitive Quotes

Purchases costing between **\$100.01 and \$2,000.00** require at least **one formal quote**, preferably two.

- Quotes must be presented to the club membership at the next meeting.
- Approval by a **majority of members in attendance** is required.
- If approved, the **Treasurer will complete the purchase** using club funds.

c. Competitive Sealed Bids

For purchases exceeding **\$2,000.01**, a formal bidding process must be used.

- Detailed specifications for goods or services must be prepared.
- The bidding process should be **open to the public** and remain **active for at least two weeks**.
- Every effort must be made to ensure a **fair and competitive process**