



**R F HILL AMATEUR RADIO CLUB
INCORPORATED**

**CONSTITUTION
&
BY-LAWS**

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CONSTITUTION

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R F HILL AMATEUR RADIO CLUB, INCORPORATED

CONSTITUTION

PREAMBLE: We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons with a common interest in amateur radio, do hereby constitute ourselves the R F Hill Amateur Radio Club, Incorporated (herein referred to as the Club), and enact this Constitution as our governing law as a non-profit organization in compliance with the requirements, Incorporated July 7, 1967 under Pennsylvania Law 289 Non-Profit Law Act of May 5, 1933. It shall be our purpose to facilitate the exchange of information, to encourage cooperation between members, to promote radio knowledge, fraternalism, and individual operating efficiency. Also, our intent is to conduct Club programs and activities to advance the general interest and welfare of amateur radio in the community.

ARTICLE 1 - MEMBERSHIP

SECTION 1. All persons interested in amateur radio solely with a personal aim and without pecuniary interest shall be eligible for membership as defined in Section 12 of the By-laws.

ARTICLE 2 - OFFICERS

SECTION 1. The officers of the Club shall be President, Vice President, Secretary, and Treasurer.

SECTION 2. The officers of the Club shall be elected for a term of one year. Nominations for office will be in accordance with Section 13 of the By-laws. The election shall be conducted by ballot at the January meeting. A quorum, as defined in Section 5 of the By-laws, must be present. The tenure of office for newly elected officers shall begin at the February meeting. Unusual circumstances regarding election of officers may prevail. Refer to Section 10 of the By-laws.

SECTION 3. Vacancies occurring between elections must be filled at the next subsequent membership meeting. Exceptions to this procedure are found in Section 9 of the By-laws.

SECTION 4. Any officer may be removed from office upon a seconded motion at a membership meeting and a consenting vote of three-fourths of the total membership.

SECTION 5. No officer may succeed himself/herself more than once in the same office.

SECTION 6. Officers must be of legal age, members in good standing and licensed amateur radio operators.

ARTICLE 3 - BOARD OF DIRECTORS

SECTION 1. The Board of Directors (henceforth called the Board) shall consist of the President, Vice-President, Secretary, Treasurer, and immediate Past-President.

SECTION 2. The Board shall be an advisory body who shall be responsible for planning, coordinating, and administering the Club. The Board shall meet at least once a month at the discretion of the President to discuss Club business. The recommendations of the Board shall be presented to the membership and shall be enacted by a simple majority vote of the members present.

SECTION 3. The Board shall be empowered to authorize payment of normal monthly bills, or any other reasonable bill, up to an amount as defined in the By-laws, Section 7.

ARTICLE 4 - DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings of the Club in accordance with the rules adopted. The President shall ensure that the Constitution and By-laws are upheld, decide all questions of order, report on pertinent Board business, appoint and dismiss committees; sign all approved documents, and perform all duties customary to the office of President. Refer to Section 1 of the By-laws.

SECTION 2. The Vice-President shall assume all duties of the President at Club functions when the President is absent. Refer to Section 2 of the By-laws.

SECTION 3. The Secretary shall keep a record of all proceedings at membership meetings, keep the official roll of members, report on applications for membership, respond to and report at membership meetings all pertinent and applicable correspondence. At the expiration of his/her term, the Secretary shall forward all Club documents to his/her successor. Refer to Section 3 of the By-laws.

SECTION 4. The Treasurer shall be the custodian of the Club's funds. The Treasurer shall pay no bills without proper authorization by the membership or the Board. At each regular monthly meeting, as ordered by the President, he/she shall report on disbursements and receipts for the month. The report shall include total assets. A written document of these activities shall be submitted to the Secretary for inclusion into the Club records. At the expiration of his/her term, the Treasurer shall prepare a summary of all transactions made during his/her tenure in office as defined in Section 4 of the By-laws.

ARTICLE 5 - MEETINGS

SECTION 1. Regular monthly meetings shall be held as defined in Section 11 of the By-laws. President may call Special meetings in accordance with Section 5 of the By-laws.

ARTICLE 6 - DUES

SECTION 1. The Club shall be empowered to levy dues upon the general membership for the purpose of financial stability and growth as defined in Section 6 of the By-laws.

SECTION 2. Non-payment of dues after written notice, either individually or in the Club newsletter, and either specific or general, shall be cause for removal from the member-in-good-standing roll of Club members. Refer to Section 6 of the By-laws for exceptions, if any.

ARTICLE 7 - MEMBERSHIP ASSISTANCE

SECTION 1. Through designated members of committees, the Club shall provide technical assistance to members concerning equipment design and operation procedures.

ARTICLE 8 - AMENDMENTS

SECTION 1. Proposals for amendments to the Constitution and/or by-laws shall be submitted in writing at a regular membership meeting (called the Submission meeting), and may not be voted upon until the next regular membership meeting (called the Voting meeting). All members must be notified by mail after the Submission meeting and at least three days prior to the Voting meeting. The amendment(s) will pass upon a favorable two-thirds majority vote by the members present at the Voting meeting. After successful passage the Secretary shall be ordered by the President to make the approved changes in the Constitution document, submit a copy with cover letter to the appropriate State agency and have copies available for interested members at the next regular monthly membership meeting.

ARTICLE 9 - RULES

SECTION 1. Robert's Rules of order shall govern proceedings.

ARTICLE 10-EXPULSION

SECTION 1. Except for removal from the Club's member-in-good-standing roll for non-payment of dues (Article 6 Section 2), expulsion of member(s) for due cause shall require a majority motion for review at a regular monthly membership meeting. The review shall be made by the Board at their next meeting, and shall involve the circumstances and ramifications surrounding the proposed expulsion. The recommendations of the Board shall be made known at the next membership meeting, either special or regular. A quorum must be present and the expulsion motion must be carried by a three-quarters affirmative vote.

BY-LAWS

SECTION 1. At the January meeting the incumbent President shall appoint a financial audit committee whose purpose will be to review and confirm the financial transactions of the Club for the past year. Details are in Section 4 of the By-Laws. At the February membership meeting the newly elected President shall appoint an Editor of the Club newsletter whose duties are defined in Section 8 of the By-Laws. In addition, the new President shall appoint the following committees: Repeater Technical, Repeater Controller, Traffic Net Manager, Volunteer Examining Coordinator, Web Master, Public Relations, Membership, and Refreshments. Throughout his/her tenure as President, seasonal and/or special committees will be required to be staffed such as (but not limited to) Club Picnic, Hamfest, Field Day, Banquet, Auction, Audit, Community and Nominating committees.

The President shall chair the Budget Committee consisting of the Board members and, if appropriate, invited advisors. At the April Board meeting the Budget Committee shall review, discuss, and/or amend the first-draft budget prepared by the Treasurer (By-Laws, Section 4). A final operating budget, including a dues schedule for the subsequent year, shall be established.

SECTION 2. The Vice-President shall be responsible for obtaining programs of general amateur interest for the regular Club membership meetings. The Vice-President shall appoint a team of three amateur operators to advise and assist in obtaining monthly programming.

SECTION 3. It shall be the duty of the Secretary to keep the Constitution and By-Laws of the Club, and to have same with him/her at each regular, special, and Board meeting. An updated copy shall be made available to any member upon request.

The Secretary shall provide each new member with a copy of the Constitution, By-Laws and Club Repeater Phone Patch instructions. Secretary in conjunction with two Trustees shall maintain Safe Deposit Box and inventory its contents.

SECTION 4. For the January meeting, the incumbent Treasurer shall have prepared a summary of all financial transactions made on behalf of the Club during his/her tenure. After the election of a new Treasurer, and at a mutually agreeable time and place, the previous year's Treasurer shall make a presentation to the Audit committee, and surrender all documents, records, and cash to the chairperson of the Audit committee. The chairperson and the committee will review the financial transactions, sign the ledger book defining the new Treasurer's starting balances, designate those items to be archived, and turn over checkbooks, cash, invoices, receipts and other active documents to the new Treasurer. The committee chairperson shall report any discrepancies personally and privately to the President. The President, at his/her discretion, may appoint a task force to look into any anomalies. If a task force is appropriate, the President will order the Audit committee chairperson to indicate to the general membership that the audit is incomplete. If a task force is not appropriate, then the anomalies must be minor in nature, and the President will order the Audit committee chairperson to make a report to the membership and by Presidential acclamation, will excuse the discrepancies. Until such time as bank signing card records can be updated, the previous years Treasurer or President may be required to sign authorized checks. Prior to the April Board meeting, the Treasurer shall prepare a first-draft operating budget for review, discussion, amendment, and finalization at the April Board meeting. This budget will be presented to the membership for approval at or before the May membership meeting. The Treasurer shall be bound to report any unfavorable or potentially unfavorable budget balances to the Board as a monthly action item.

SECTION 5. Special meetings may be called at the order of the President. Notices shall be sent to all members informing them of the time, place, and subject of the special meeting. Such notices shall be sent (may be included in the Club newsletter) so that the notification shall be delivered at least three days prior to the meeting date. Only such business as designated in the notice shall be considered at the special meeting. A quorum must be present if a vote is required. Twenty-five percent of the total membership shall constitute a quorum.

SECTION 6. Dues for the next year (not the incumbent year) shall be established by the Board as part of the budget preparation at the April Board meeting. The next years Board shall be bound by the dues-rate decision of the previous Board. The dues for retirees and students shall be 50% of the standard dues amount. For purposes of this section, retirees are those members who have reached the age of Fifty-nine (59) years of age and are no longer employed on a full time basis. Students are those members who have not reached the age of twenty-three (23) years and are enrolled in a full-time educational program. Dues are payable at the January meeting. A thirty days grace period shall be allowed before the President

instructs the Secretary to send dues delinquency notices. The President, at his/her discretion, may declare an amnesty regarding non-payment of dues. This amnesty must apply to all delinquent members and must be called at any time during the thirty-day grace period. While the amnesty is in effect, any member who submits payment will be restored to the member-in-good-standing roll without re-applying for membership. The President has the authority to waive the dues for any member who indicates privately to the President that he/she has a financial hardship. The President shall hold the waiver in confidence, and by his/her order, the member shall be retained on/restored to the member-in-good-standing roll. Anyone that is voted into membership from the first to the fifth month of the administrative year shall be required to pay the full annual dues. Anyone that is voted into membership from the sixth to the tenth month of the administrative year would be required to pay one-half of the normal yearly dues. Anyone joining the Club in the eleventh and twelfth of the month will not be required to pay dues for that year. Anyone voted into membership during the previous year will be required to pay the appropriate annual dues in January.

SECTION 7. The Board shall be authorized to direct the Treasurer to pay all normal and reasonable bills not to exceed \$200.00. Any bill or expected expenditure exceeding \$200.00 must have the approval of the majority of the members present at a membership meeting and must be made via a seconded motion from the floor.

SECTION 8. Each member on the member-in-good-standing roll shall receive a copy of the Club newsletter via regular mail or email on a monthly basis. It shall be the duty of the Editor to ensure that this happens in time for members to be notified of the next Club meeting. The newsletter shall contain articles of interest and information that will enhance communications within the Club. Dues-delinquent members shall receive a newsletter for a maximum of three months after their delinquency. It shall be the duty of the Editor, either himself/herself or through staff, to maintain an accurate and updated computer generated mailing list.

SECTION 9. Vacancies on the Board that occur between elections may remain unfilled, or assigned to an existing member upon a recommendation by the Board. A majority vote by the members present at a membership meeting will be required to have a truncated Board.

SECTION 10. If, for any reason, new officers are not elected or installed, the past officers will continue to conduct essential Club business. After a period of four months if the condition still exists, the past officers, as a group, shall be empowered to appoint new officers.

SECTION 11. Regular Club meeting shall be held monthly. Special conditions may prevent this from being practical. In this case the President shall solicit advice and council from the membership and shall decide on an alternative. This should

be done, if possible, at least two months prior to the event. The regularly scheduled date and time shall be determined by majority vote at the beginning of the tenure of the new officers. The default time will be 7:30 PM.

SECTION 12. Applications for membership shall be submitted in writing at a regular monthly meeting. The application form is obtainable from the Club Secretary, or his/her designee. The form shall be the one currently in use and shall contain the affirmation statement expressing the willingness of the applicant to abide by the Constitution and By-Laws of the Club and also any rules that shall be promulgated. In the absence of a membership application, a reasonable facsimile can be substituted. Submission of the reasonable facsimile implies the acceptance of the affirmation statement on the part of the applicant. The completed form, which must include a sponsoring member-in-good-standing's signature, can be given to any member of the Board of Directors for processing. Two readings are required before the application can be voted upon. The Secretary will make the readings to the members present at two separate consecutive monthly meetings. After the second reading, the members present at the meeting will vote on the application. If the candidate is elected into membership, he/she will be required to pay dues as defined in Section 6 of the By-Laws. The new member will receive a membership card from the Treasurer and a copy of the Constitution, By-Laws and Repeater Instructions from the Secretary.

SECTION 13. Nominations: at the December meeting the President shall open nominations for the succeeding year in the following order: President, Vice-President, Secretary, and Treasurer. Offices will be acted upon separately and closed before proceeding to the next. At the January meeting, nominations will be reopened in the same order. Nominations shall then be closed and a vote taken in order of each office.

SECTION 14. Any individual or group of members desiring to use property for any purpose that belongs to R F Hill Amateur Radio Club, Inc., shall submit a written request to the Board of Directors of R F Hill Amateur Radio Club Inc. Included in the written request shall be a listing of the property to be used and the names of any and all operators and call signs of both members and non-members who will be using the property. A listing of all non-amateur radio licensed participants must also be included. Upon Board approval the written request shall be sanctioned by the membership with a simple majority vote of the membership present.