

COASTSIDE AMATEUR RADIO CLUB



CONSTITUTION AND BYLAWS

CONSTITUTION AND BYLAWS OF THE COASTSIDE AMATEUR RADIO CLUB - WA6TOW

PREAMBLE:

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of the association of persons commonly interested in Amateur Radio, constitute ourselves the COASTSIDE AMATEUR RADIO CLUB (herein after referred to as Club) and enact this Constitution and Bylaws as our governing law. It shall be our purpose to further the exchange of information and co-operation between members, to promote radio knowledge, fraternalism and individual operating efficiency, and to so conduct Club programs and activities so as to advance the general interest and welfare of amateur radio in the community.

The repeater system and both APRS and packet access shall be open to all Amateur Radio users for all legal purposes. Club membership shall not be required. The repeater system shall remain available for use in emergencies and other public service activities, including use by the San Mateo County OES. These repeaters shall be used only for communication in the area generally described as San Francisco Bay Area and its related Coastal Areas and shall not to be connected to or shared by any amateur radio operation outside of this generally described area.

MEMBERSHIP

ARTICLE I

- Section 1 All persons interested in amateur radio communications between amateur stations solely with a personal aim and without pecuniary interest in Club Membership shall be eligible for membership (unless otherwise determined in accordance with section 5 of this Article).
- Section 2 The members of this Club shall be divided into two classes, specifically, full members and associate members. A full member must hold a valid Amateur Radio operator's license. All other members shall be associate members. All members have full voting privileges, but only full members may hold an elected office or any other post or position requiring a valid Amateur Radio license.
- Section 3 A prospective member may join the Club at any time by completing a membership application and paying dues at the current rate. Membership shall be effective upon payment of dues. All dues shall become payable on January 1 for the ensuing year, and new members joining during the course of a year shall make a pro rata payment for the balance of the year.
- Section 4 Any member who fails to pay renewal dues for a new year by March 31 shall be dropped from the active membership records of the Club. Said member shall be reinstated with full membership privileges upon payment of full year dues.
- Section 5 Process for Removal from Membership
- A. A member may be denied or removed from membership but only after a

finding that said member engaged in conduct that was seriously prejudicial to the reputation, interests or purposes of the Club and/or amateur radio.

B. The request to remove a member may be made by three (3) elected officers or a minimum of four (4) Club members. Said request must be submitted to the Club President in writing and must contain the reasons for the requested removal of a member from membership. The written request shall be considered a formal motion for removal.

C. A notice of requested action, which shall include the written motion, must be sent to the membership by U.S. mail or email a minimum of seven (7) days prior to the meeting at which the vote will be counted. The notice shall also contain any statement the member whose removal has been requested may wish to offer. The vote will be taken at the meeting only after the member has been given the opportunity to speak. Only those present at the meeting shall vote.

D. The member whose removal is being sought may speak on his/her own behalf before the ballots are collected at the meeting.

E. The matter shall be presented to the membership at a regularly-scheduled meeting for an in-person vote only after the member has had an opportunity to speak at that meeting.

F. Removal from membership shall require a vote of two-thirds of those members voting on the matter by secret ballot.

Section 6 Process for Granting Lifetime Membership

A. A Lifetime Membership status may be granted to any member or past member of the Club who has warranted such recognition by extraordinary service and contributions to the Club over many years.

B. A request to grant such status shall be made by three (3) officers or a minimum of four (4) Club members. Said request must be made in writing and presented to the Club President.

C. The request that Lifetime Membership status be granted shall be voted on by the membership at a regularly scheduled meeting by a secret-ballot. The written request shall be considered a formal motion for presentation to the membership.

D. A notice of intended action, which shall include the written motion, must be sent to the membership by U.S. mail or email, along with a ballot with a space for voting yes or no for the granting of Lifetime Membership, a minimum of seven (7) days prior to the meeting at which the vote will be counted.

E. Granting of Lifetime Membership shall require a vote of two-thirds of the members voting on the matter.

F. Life Members are not required to pay dues.

OFFICERS

ARTICLE II

Section 1 The officers of this Club shall be: President, Vice-President, Secretary and Treasurer.

Section 2 Election Process

A. The officers of this Club shall be elected for a term of one year. Except for the procedure set forth in Article II, Section 2E of these bylaws for uncontested elections, this election shall be by secret written ballot of the members either by being present and voting at the election meeting or by submitting their ballots to the Elections Committee at or prior to the election meeting. This term shall be January 1 to December 31.

B. Election of Officers shall require a simple majority of the votes cast for each office.

C. Nominations of officers shall be made from the floor at the October meeting. No person may be nominated without the nominee's willing acceptance. Any nominee that wishes shall be given an opportunity to solicit votes by communicating their qualifications and reasons for running. The ballot shall provide for write-in candidates.

D. In the event of a contested election (an election in which there is more than one candidate for any position), ballots shall be sent to the membership by U.S. mail or email by the Elections Committee immediately following nominations in October. Ballots must be returned to the Elections Committee at or prior to the November election meeting. Each position on the ballot is filled by the nominee receiving the greatest number of votes for that position. Ties are resolved by a flip of the coin witnessed by the tied candidates immediately after the ballots have been counted. The Election Committee shall report the election results as the last order of business at the November meeting.

E. In the event of an uncontested election (one or fewer candidates for each office), this election shall be done by acclamation of those present at an Annual Election Meeting rather than by ballot. In such event, no ballots will be sent out.

F. The Elections Committee shall take charge of the annual election process, including ensuring that the pre-election deadlines are met, that only members vote, that all votes are properly tabulated and results properly announced to the membership.

Section 3 Vacancies occurring between elections by reason of death, resignation, removal, or otherwise, shall be filled by appointment by a majority vote of the remaining elected Club officers at the first regular meeting following the death, removal, withdrawal or resignation. Lacking consensus, a Special Meeting may be scheduled per Article IV, Section 3, to vote on a selection. A list of interested members shall be included with the notice as a ballot with a space for write-in votes.

Section 4 Process for Removal of an Officer

- A. An officer may be removed by a vote of the membership if his/her actions adversely affect the operation or reputation of the Club.
- B. The request to remove an officer may be made by three (3) elected officers or a minimum of four (4) Club members. Said request must be submitted to the Club President in writing and must contain the reasons for the requested removal of that officer. The written request shall be considered a formal motion for removal.
- C. The matter shall be presented to the membership for a vote at a regularly scheduled meeting.
- D. A notice of requested action, which shall include the written motion, must be sent to the membership by U.S. or email, along with a ballot with a space for voting yes or no for removal of said officer. Such notice shall be sent so that in the ordinary postal delivery or email, it arrives not less than seven (7) days before the meeting at which the vote will be counted. The notice shall also contain any statement the officer whose removal has been requested may wish to offer.
- E. The officer whose removal is being sought may speak on his/her own behalf before the ballots are counted at the meeting.
- F. Removal from position as officer shall require a vote of two-thirds of the members voting on the matter by secret ballot.

DUTIES OF OFFICERS

ARTICLE III

Section 1 Duties of President

- A. 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 Bylaws; decide all questions of order; sign all official documents that are adopted by the Club, and no other documents, and perform all other customary duties pertaining to the office of President.
- B. The President shall be responsible for setting the monthly agenda.
- C. The President shall appoint committees and their chairpersons as needed.

Section 2 Duties of Vice-President

The Vice-President shall assist the President and assume all the duties of the President in the absence of the latter.

Section 3 Duties of Secretary

- A. The Secretary shall keep a record of the proceedings of all meetings, keep a

roster of members, carry on all correspondence, read communications at each meeting upon request of the President and be responsible for mailing meeting notices through the newsletter, U.S. mail and/or email to each member.

B. It shall be the duty of the Secretary to keep the Constitution and Bylaws 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.

C. The Secretary shall at the expiration of his/her term turn over all items belonging to the Club to his/her successor.

Section 4 Duties of Treasurer

A. The Treasurer shall receive and receipt for all monies paid to the Club; he/she shall keep an accurate account of all monies received and expended.

B. The Treasurer shall pay no bills without proper authorization by the Club or its Officers. At the first meeting of the year, with no need for further approval by the membership, the Club may authorize the payment of its on-going expenditures, including, but not limited to, postage and copying for the newsletter, rental of a postal box, reimbursement of gas for trips to check on and/or repair the repeater, and Club insurance. In the absence of the Treasurer, properly authorized transactions may be conducted using the Club's account by any of the Club Officers.

C. The Treasurer shall maintain the Club's monies in an account in the Club's own name using the Club's EIN (Employer Identification Number). At the end of each quarter, the Treasurer shall submit an itemized statement of disbursements and receipts from this account, as well as an accounting as to the account balance.

D. The Treasurer shall submit all necessary forms to Federal and State agencies.

E. The Treasurer shall maintain a current roster of all members in good standing and process membership applications

F. The Treasurer shall at the expiration of his/her term turn over everything in his/her possession belonging to the Club relating to Club finances and Club membership roster to the successor Treasurer.

MEETINGS

ARTICLE IV

Section 1 The Bylaws shall provide for Regular and Special meetings. At meetings the number of general members present must be at least one more than the number of officers present in order to transact business.

Section 2 Regular meetings shall be held at a designated place and time which will best serve the interests of the Club.

Section 3 Special Meetings may be called by the President, by two or more officers, or upon written request to the Club President by any five Club members. Notices shall be sent to members within 15 days after receipt of the request concerning Special Meetings and the business to be transacted. Only such business as designated shall be transacted. Such notice shall be sent so that in the ordinary postal delivery or email, they arrive not less than seven (7) days before the meeting time.

DUES

ARTICLE V

With seven (7) days' prior notice to the membership, the Club by simple majority ballot vote of its membership present in person or by ballot 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 within its objectives as set forth in the Preamble. Ballots, along with an explanation setting forth the reasons for the proposed increase, shall be sent with the notice. Non-payment of such dues or assessments shall be cause for expulsion from the Club within the discretion of the membership.

MEMBERSHIP ASSISTANCE

ARTICLE VI

The Club 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 from Club member stations.

COMMITTEES

ARTICLE VII

The Club shall have those committees, including an Elections Committee, which are necessary for the operation of the Club affairs. The President shall appoint committees and their chairpersons as needed.

CLUB STATION TRUSTEE

ARTICLE VIII

The Trustee of the Club station license shall be a full member in good standing. The person selected shall have demonstrated substantial on-the-air experience, familiarity with proper operating procedures, and significant technical and operational expertise. The Trustee shall be selected by the Club Officers and serve at the discretion of the Officers. The Trustee shall have a valid Amateur Radio License and shall be responsible for the timely renewal and maintenance of the station licenses, as well as the lawful operation of the station.

CLUB STATION CONTROL OPERATOR ARTICLE IX

Section 1 The automated Club Station System shall be controlled by the Control Operator, who need not be the Club Call Trustee. The Control Operator, a Licensed Amateur Radio Operator and member of the Club, shall see that the systems are

used in accordance with the purpose and conditions of the systems as set forth in the Preamble above. The Control Operator shall be final arbiter of any requested changes in the systems or any of their uses. The Control Operator shall not unreasonably impede the operation of or ready access to the systems unless the use or access is not in accordance with the purposes in the Preamble.

SECTION 2 Control Operator Replacement

Should the Control Operator resign, lose Club membership (April 1 shall be considered as date of loss of previous year's membership), move from the immediate area of the repeater (more than twenty mile radius), become unavailable for consultation with Club elected officers, be considered negligent by Club elected officers or by a number of Club members in ensuring that the Purpose and Conditions of system operation as stated in the Preamble above are being fulfilled, the following steps shall be taken:

A. Removal Process

1. The Control Operator may be removed by a vote of the membership if Control Operator actions or inactions adversely affect the operation of equipment or reputation of the Club.
2. The request to remove a Control Operator may be made by three (3) elected officers or a minimum of four (4) Club members. Said request must be submitted to the Club President in writing and must contain the reasons for the requested removal of the Control Operator. The written request shall be considered a formal motion for removal, a copy of which shall be forwarded to the Control Operator.
3. The matter shall be presented to the membership for a vote at a regularly scheduled meeting.
4. A notice of requested action, which shall include the written motion, must be sent to the membership by email or U.S. mail, along with a ballot with a space for voting yes or no for removal of said officer. Such notice shall be sent so that in the ordinary postal delivery or email, it arrives not less than seven (7) days before the meeting at which the vote will be counted. The notice shall also contain any statement the Control Operator whose removal has been requested may wish to offer.
5. The Control Operator whose removal is being sought may speak on his/her own behalf before the ballots are collected at the meeting.
6. Removal from position of Control Operator shall require a vote of two-thirds of those members voting on the matter by secret ballot.

B. Replacement Process

1. Elected Club officers shall solicit the names of all members wishing to be considered for appointment as the Club Control Operator.

2. Elected Club officers by a majority vote shall appoint a Control Operator from among those indicating a willingness to serve in that capacity.

DONATIONS TO CLUB

ARTICLE X

The Club shall accept only unrestricted donations except in cases approved by the Club Membership voting on the matter.

AMENDMENTS

ARTICLE XI

This Constitution and Bylaws may be amended by a two-thirds vote of the members casting ballots. 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.

RULES

ARTICLE XII

Robert's Rules shall govern proceedings except as otherwise provided for in this Constitution and Bylaws.

DRAFT