

# **Constitution of the Koolau Amateur Radio Club**

## **Preamble:**

We, the undersigned, wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Koolau Amateur Radio Club 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.

## **Articles:**

### **Article 1: 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.

### **Article II: Officers**

**Sec. 1.** The officers of this club shall be President, Vice-President, Secretary, Treasurer and five (5) Directors.

**Sec. 2.** The officers of this club shall be elected for a term of one year by ballot of the members present at the appropriate monthly meeting.

**Sec. 3.** Term of office for all officers and directors shall coincide with the club's fiscal year.

**Sec. 4.** Vacancies occurring between elections, except for Directors, must be filled by special elections at the first regular meeting following the withdrawal or resignation.

**Sec. 5.** Officers may be removed by a three-fourths vote of the membership.

### **Article III: Duties of Officers**

**Sec. 1.** 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.

**Sec. 2.** 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 ARRL Section Emergency coordinator to further club participation in the Amateur Radio Emergency Service.

**Sec. 3.** 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 written meeting notices to each members. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

**Sec. 4.** 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.

**Sec. 5.** The **Directors** shall act as a governing body for the club and meet to discuss and prepare new initiatives and projects to the club membership. Directors shall also act as chairs for the standing committees of the club which include Membership, Field Day, Education and Training, Community Relations and Activities.

#### **Article IV: Meetings**

The by-laws shall provide for regular and special meetings. At meetings, members present shall constitute a quorum for the transaction of business.

#### **Article V: Dues**

The club, by majority vote of those present at any regular meeting, may levy up on 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 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 radiations from club member's stations. The club shall also maintain a program to foster and guide public relations.

## **Article VII: 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 at the next following meeting, providing all members have been noticed by mail of the intent to amend the constitution and/or by-laws at said meeting.

## **Article VIII: Standing Committees**

Standing committees are established for the purpose of providing ongoing support for the Club and its activities. The roll of these committees are:

**Sec. 1. Membership.** The Membership Committee shall act as an interface with potential members and those interested in joining the club with preparing an application. The Chair of the Membership Committee shall present to the club at each regular meeting applicants for consideration for membership.

**Sec. 2. Field Day.** The Field Day Committee is responsible for organizing all aspects of the Club's activities at this annual event.

**Sec. 3. Education and Training.** This committee is tasked with the organization of classes in all aspects of amateur radio, arranging for guest speakers to present talks at the monthly meetings and providing for VE testing or keeping updated information available on VE testing.

**Sec. 4. Community Relations.** This committee acts as a contact group for interfacing with the general public. They are responsible for helping provide amateur radio support for public events, provide speakers for other community groups and schools and information on amateur activities to the general public.

**Sec. 5: Activities.** The Activities Committee is responsible for proposing, organizing and promoting different extra activities such as club contest participation, field trips and remote operations and expeditions.

**Sec 6: Interference committee.** This committee shall direct investigation of issues of radio frequency interference, invite proper inquiries, establish technical facts and testimony and report its results to the club.

## **Article IX: Parliamentary Authority**

Robert's Rules of Order, Newly Revised, shall govern all club proceedings.