

**Constitution of the Hillsdale County Amateur Radio Club**  
(Revised April 19, 2012)

**Name:** The name of the club shall be the Hillsdale County Amateur Radio Club.

**Purpose:** The purpose of the club shall be to promote amateur radio both as a service and a hobby and to encourage and assist persons to become licensed and current licensees to advance.

**Membership:** Membership in the Club shall be open to any licensed amateur radio operator. The types of membership shall be Regular, and optionally, Student and/or Household. Student and Household memberships shall be referred to as Discounted memberships.

The Board may, at its discretion, offer a Student membership at a discounted rate to persons age 18 and younger, and persons age 25 years and younger attending high school, undergraduate college or trade school full time.

The Board may, at its discretion, offer a Household membership at a discounted rate to persons living in the same household.

Discounted memberships, if offered, will be applied consistently throughout the club year.

**Officers:** The Club Officers shall consist of: President; Vice President; Secretary; Treasurer. Officers must be at least 18 years old and a Member in Good Standing at the time they are elected.

The duties of the President shall be: to preside at all meetings; to uphold the Club Constitution; to appoint all committee chairpersons; to perform all other duties pertaining to the office.

The duties of the Vice President shall be: to assume all the duties of the President when absent; to assume all duties of the President if that office is vacant; to perform other duties as delegated.

The duties of the Secretary shall be: to conduct all official correspondence of the Club; to keep an accurate record (including attendance) of the proceedings of Club and Board meetings, said records to be published within one week of said meetings; to keep an accurate record of the membership; to maintain current records with the FCC, ARRL and other organizations as required; to provide stationery for Annual and Special Elections; to tabulate and announce results of Annual and Special Elections as soon as possible after said elections are concluded.

The duties of the Treasurer shall be: to pay all bills and expenses as directed by the Board of Directors or Membership vote; to keep an accurate accounting of Club funds and to report on same at Club meetings; to present an annual summary accounting of Club financial activity for the Club Year just ended at the Annual Meeting.

Outgoing Officers shall complete all official business and finalize records prior to relinquishing responsibilities to incoming Officers at the Annual Meeting.

**Board Of Directors:** The Board of Directors shall consist of: the Officers; the immediate past president, if not re-elected; at least one (1) Member at Large. There shall be one (1) Member at Large elected for every twenty (20) Members, or part thereof, as of the time of the Annual Election. All elected Officers and Board members shall, prior to assuming their responsibilities, have paid their current membership dues.

The duties of the Board of Directors shall be: to conduct all Club business, being responsible to the membership for their actions; to review, during the first quarter of the Club Year, this Constitution for any possible changes, said changes to be voted on by the membership as specified in this Constitution. The Board shall conduct regularly scheduled meetings, separate from the meetings of the Club membership, publicizing the time and location of said meetings providing Adequate Opportunity for any Member to attend. The term Board Member, when used in this Constitution, shall refer to any Board Member including Officers, except as otherwise noted. The terms Board and Board of Directors, when used in this Constitution, shall refer to all Board Members and Officers as a group, except as otherwise noted. A Board Member shall not hold more than one office simultaneously.

**Member in Good Standing:** A Member in Good Standing shall be defined as any person who has: paid annual dues in full or at a discounted rate as determined by the Board; not otherwise been removed from the Club. Newly licensed Amateurs in their three (3) month free membership grace period are considered a Member in Good Standing immediately upon filling out an application for membership and paying pro-rated dues in full for the remainder of the current year. There shall be a three (3) month grace period at the beginning of the Club Year during which time Members in Good Standing from the previous year shall maintain status even though dues for the new year have not yet been paid. Members renewing shall not be allowed to pro-rate dues because of the grace period. The term Member, when used in this Constitution, shall refer to all Members in Good Standing, including Officers and Board Members, except as otherwise noted.

**Meetings:** Club meetings shall be scheduled at the discretion of the Board. The time and location of said meetings shall be publicized providing Adequate Opportunity to allow any person to attend. Attendance at said meetings shall not be restricted. The Club shall not skip more than two (2) consecutive calendar months without holding a Club meeting. The agenda for the meeting shall be determined by the President and shall include; call to order; introduction and recording of persons present; determination of Quorum; reading and approval of minutes of previous meeting; presentation of treasurer's report; unfinished business; new business; adjournment.

There shall be an Annual Meeting in January for the purpose of: presentation of the Treasurers annual report; installation of new Officers and Board Members. Said meeting shall be scheduled and conducted in accordance to the rules for regular Meetings.

**Motions:** Motions may be presented by any Member. Motions presented must be seconded by another Member before voting may take place.

**Voting:** A simple majority of a Quorum shall be required for: the passage of Member motions; approval of Major Expenditures; determination of the rate of regular annual dues. Voting privileges shall be afforded to all members in Good Standing.

**Quorum:** A Quorum shall be defined as the number of Members attending a meeting, providing at least one-third (1/3) of the Club Membership is in attendance, except as otherwise noted in this Constitution.

**Constitutional Quorum:** A Constitutional Quorum shall be defined as the number of Members attending a meeting, providing at least one-half (1/2) of the Club Membership is in attendance, except as otherwise noted in this Constitution.

**Annual Elections:** Annual Elections shall be held at the November Meeting, a Quorum being required to hold said elections. All Members shall be eligible to nominate and vote in Annual Elections. Offices to be voted on shall include all Officers and Board Members as defined in this Constitution. Should a Quorum not be present at said meeting, the President shall be responsible for ensuring that Annual Elections are held promptly, by any means possible, insuring that all Members have Adequate Opportunity to nominate and vote in said elections. Those elected shall serve from the next Annual Meeting until: the Annual Meeting of the following year; removal from office in accordance with this Constitution; voluntary resignation.

**Special Elections:** Should a vacancy occur on the Board of Directors, excluding the immediate past President, the Board shall conduct a Special Election as soon as possible for the purpose of filling said vacancy, a Quorum being required to hold said elections, insuring that all Members have Adequate Opportunity to nominate and vote in said elections. All Members shall be eligible to nominate and vote in Special Elections.

**Election Procedure:** Open positions shall be voted upon consecutively in the order of: President; Vice President; Secretary; Treasurer; Board Members at Large. Members may nominate themselves. No second is required on a nomination. Members may decline nomination or concede an election at any time during the election process. Voting shall be conducted via paper ballot. The nominee receiving the most votes shall be deemed to have won the election. A nominee losing an election for a higher office shall be eligible to be nominated for a lower office. Should more than one (1) Board Member at Large position be open, there shall be a single pool of nominees, Members being able to vote for as many nominees as there are open positions, the nominees receiving the most votes shall be deemed to have won the election. Should an election end in a tie, there shall immediately be a run-off election between the tied nominees. A nominee receiving lesser votes during a run-off shall not be considered in any subsequent run-off. Should a tie still exist after two (2) run-off elections between the same nominees, the winner shall be decided from said nominees by the newly elected President. If no new President was elected, then the current President shall decide. If there is no president in office, the tie shall be broken by lot.

**Dues:** Regular dues shall be at a rate as decided by a vote of the Club membership. Any change in dues rates shall not take effect until the start of the next Club Year. New Members may pay dues pro-rated based on the number of months remaining in the Club Year and the membership class, partial months counting as a whole month. Newly licensed amateur radio operators are granted three (3) months free membership in the Club, beginning on the license grant date as posted on the FCC website, upon payment of the otherwise pro-rated dues. Should the grant date of the license be within the last three (3) months of the calendar year, the newly licensed amateur radio operator may exercise this option by paying pro-rated dues for the next Club Year. Dues for discounted memberships, if offered, shall be at rates determined by the Board.

**Alcohol at Club Events:** Alcohol shall not be consumed at club events, except that if a club event is held at an establishment that is licensed to sell alcohol, it may be consumed if it is purchased from said establishment.

**Constitutional Changes:** Proposed changes to the Constitution shall be published via normal Club Communications methods at least one (1) month in advance of any vote on same, and shall require two-thirds (2/3) approval of a Constitutional Quorum.

**Major Expenditures:** A major expenditure shall be defined as any expenditure exceeding the lesser of \$25 or ten percent (10%) of the treasury balance.

**Minimum Treasury Balance:** Should the treasury balance fall below an amount equal to five dollars (\$5) times the number of Members in the club, the Board shall take action to raise the balance back above the required amount.

**Removal of Officers or Board Members:** An Officer or Board Member may be removed from office upon passage of a properly submitted motion and shall require two-thirds (2/3) approval of a Constitutional Quorum. Persons so removed shall remain members of the Club, and shall not be eligible for and Officer or Board position for three (3) years from the date said motion is passed, except as otherwise noted in the language of the motion.

**Removal of Club Members:** A Club Member may be removed from the Club upon passage of a properly submitted motion and shall require two-thirds (2/3) approval of a Constitutional Quorum. Persons so removed shall not be eligible for membership in the Club for one (1) year from the date said motion is passed, and shall not be entitled to any refund of dues paid, and shall not be eligible for an Officer or Board position for three (3) years from the date said motion is passed, except as otherwise noted in the language of the motion.

**Adequate Opportunity:** Adequate Opportunity shall be defined as notification via normal Club Communications at least two weeks in advance.

**Club Communications:** Club Communications shall be completed via email to Members, except that a Member may request another method by notifying the Secretary in writing.

**Club Year:** The Club Year shall be the calendar year, starting January 1 and ending December 31.

**Club Dissolution:** In the event the Club is dissolved, Club assets shall be transferred with clear title, after all debts and liabilities have been resolved, to the non-profit organizations as determined by the Board of Directors.