

# Riverside County Amateur Radio Association

## *Constitution*

### *Preamble*

We, as Amateur Radio Operators and those of similar interest, do band ourselves together as a non-profit organization, incorporated under the laws of the State of California. This organization shall be known as the Riverside County Amateur Radio Association, Inc., (hereinafter referred to as the "Association"). The purpose of the Association, whose basic charter is inscribed herein, is to foster and promote interest in Amateur Radio, to provide a nucleus for emergency communications and other worthy amateur activities, to promote membership in the ARRL, and to provide a social climate for promoting camaraderie and good will.

### *Article I - Membership*

**Section 1:** All persons interested in Amateur Radio shall be eligible for membership. Membership shall be by application and election upon such terms as the Association by its By-Laws shall provide.

### *Article II - Elected Officers and the Board*

**Section 1:** The elected Officers of this Association shall be: President, Vice President, Secretary, Treasurer, Editor of the Monitor, Director of Communications and Director of Membership.

**Section 2:** The elected Officers of the Association shall serve for a term of one year.

**Section 3:** The Board of Officers (hereinafter called the Board) shall consist of the elected Officers of the Association, the immediate Past President of the Association, and the Trustee of the Association Amateur Radio Station license. The Board shall be responsible for the Association property. Both the immediate past president and the Association license trustee, although considered as part of the Board, will service in an advisory capacity only, will not have board voting rights, and will not be included as part of the board quorum count.

**Section 4:** Any vacancy occurring on the Board, between elections, shall be filled by an appointment made by the remaining members of the Board; said appointment being filled by a FULL MEMBER of the Association for the balance of the vacant term, and such appointment being made at the first Board meeting after the vacancy is announced.

**Section 5:** Elected Officers can be removed by a majority vote of FULL MEMBERS present at a regular meeting provided there is a quorum.

**Section 6:** The Board may appoint such officials or committees as it deems necessary. Appointed officials and committees shall be advisory to, but not voting members of, the Board.

### *Article III - Meetings*

**Section 1:** The By-Laws shall provide for regular and special meetings. At all meetings, a quorum shall be met when there are at least 25 percent of FULL CLUB MEMBERS present.

*Article IV - Dues and Assessments*

**Section 1:** The Association may levy upon the general membership such dues or assessments as deemed necessary for the business and operation of the Association within the objectives set forth in the Preamble. Non-payment of such dues or assessments will result in termination of membership in the Association.

*Article V - Parliamentary Procedure*

**Section 1:** Robert's Rules of Order, latest edition, shall govern all proceedings of this Association except as otherwise stated herein.

*Article VI – Amendments*

**Section 1:** The Constitution and/or By-Laws must be amended by a majority vote of the FULL MEMBERS present at any regular meeting, provided a quorum exists. Proposals for amendments to the Constitution and/or By-Laws shall be submitted to the Board in writing. Notification to all of the membership by publication in the Association newsletter is required prior to voting on proposed amendments.

**Section 2:** The Board may call for a review of the Constitution and/or By-Laws at any time.

**Revised by the Members on April 14<sup>th</sup>, 2016**

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**Riverside County Amateur Radio Association**  
***By-Laws***

***Article I – Membership***

**Section 1:** There shall be three classes of membership in the Association as follows:

**FULL MEMBER:** A FULL MEMBER shall be a holder of a valid amateur license and shall be entitled to all rights and privileges accorded to members of the Association, including:

- A. Vote on all questions brought before the members and in all elections held by the Association.
- B. Run for and hold office in the Association.
- C. Receive all Association publications.
- D. Have all pertinent access codes related to the Association Repeater and Website.
- E. Any additional rights and privileges from time to time as may be deemed appropriate by the Board.

**FULL MEMBER VIA VE-TESTING:** Non-members, who become Radio Amateurs as a result of passing their first VEC license examination at an RCARA-sponsored VE Testing Session, shall be granted FULL membership for the balance of the examination year without payment of any dues for that period. Such membership does not relieve any member from the obligation of assessments as outlined in Article IV of the Constitution titled Dues and Assessments of the Constitution.

**ASSOCIATE MEMBER:** An associate member is one who is interested in amateur radio but does not hold a valid amateur license. An associate member has all of the rights and privileges of a FULL MEMBER except voting and holding office.

**Section 2:** Persons desiring initial membership in the Association shall submit an application with full payment of dues specified herein. FULL MEMBER applicants must present a copy of their current FCC Amateur Radio License at the time of application.

***Article II – Meetings***

**Section 1:** Meetings of the Association shall be held once a month at a date and time determined by the Board and, if changed by the Board, concurred with by the membership at the next regular meeting of the Association. Special meetings may be called by the President or upon written request by any five FULL MEMBERS. Notice shall be provided to all members at least 72 hours prior to any such special meeting and shall contain the business to be transacted.

***Article III - Nominations and Elections of Officers***

**Section 1:** Nominations shall be accepted from the floor at the September and October meetings as well as prior to the election process at the November meeting.

~~**Section 2:** No person shall concurrently hold more than one office and/or appointed position.~~

**Section 3:** All candidates for any elective office shall be at least 18 years of age and be FULL MEMBERS.

**Section 4:** Installation of newly elected officers will take place at the December meeting.

**Section 5:** Terms of office shall be concurrent with the Association's fiscal year of January 1<sup>st</sup> to December 31<sup>st</sup> of that same year.

**Section 6:** Election shall be a simple majority of the FULL MEMBERS present at the November meeting. The ballot count shall become a matter of record and be made available to members upon request. If a candidate is running unopposed, a verbal declaration may be permitted at the direction of the presiding officer and with the acceptance of the membership.

#### *Article IV - Duties of the Officers*

**Section 1:** The President shall preside at all meetings of the Association, enforce due observance of the Constitution and By-Laws of the Association, sign all official documents and perform all customary duties pertaining to the Office of President.

**Section 2:** The Vice President shall assume all duties of the President in the absence of the latter and shall be responsible for drafting a one-year program calendar with input from the Board and arranging programs for regular meetings.

**Section 3:** The Secretary shall keep a permanent written record of the proceedings of all official meetings, have them published in the next Association newsletter, make them available to members on request, and read pertinent communications at each meeting. It shall be the duty of the Secretary to keep the Constitution, By-Laws and Articles of Incorporation along with the date of amendment and have these documents available at every regular, special and Board meeting of the Association. The Secretary shall cause all amendments to the Constitution and/or its By-Laws to be noted thereon and shall make available copies to members upon request. A copy of all correspondence made by other clubs members on behalf of the club shall be sent to the Secretary and kept for reference

**Section 4:** The Treasurer shall receive and receipt all monies paid to or by the Association. The Treasurer shall keep a current, accurate, and permanent account of all monies paid to or expended by the Association. The Treasurer shall pay all bills, with proper authorization of the Board of Directors. The Treasurer shall submit an itemized statement of disbursements and receipts at each Association meeting at the request of the presiding officer. A financial statement shall be prepared for the quarters ending December, March, June and September, and made available upon request to FULL and Associate Members at the next meeting.

**Section 5:** The Editor of the Association newsletter shall see that it is published and distributed each month at least 10 days prior to the regular meeting. Paid Members with e-mail capability shall be notified of the newsletter being posted on the Association's Website.

**Section 6:** The Director of Membership shall keep a roll of members, screen and accept applications for membership, collect and receipt all dues payments, and turn over to the Treasurer dues and any special fees collected from members. The Director of Membership shall inform the Board of all new Members as they enroll, and provide a Membership Roster to all Members in the early part of each year

**Section 7:** The Director of Communications shall be primarily responsible for management of the operating activities of the Association such as Field Day, coordination with other emergency communication organizations and other Public Service communication events and exercises. He/she shall be responsible for making an accounting of the Association property in the months of January and December.

**Section 8:** Each Board member shall perform such other tasks as approved by the Board; however, the performance of such tasks shall be limited to the current Board's term of office unless reaffirmed by the following year's Board.

**Section 9:** Duties of appointed officials and their service period will be defined by the Board. Appointed officials shall consist of at least 1) a Trustee of the Association Amateur Radio License. 2) A Webmaster. 3) A Repeater Committee. Other appointments may include, but are not limited to such positions as: Quartermaster, Education Chair, Association Librarian, Association Photographer, Association Historian, Public Information Officer (PIO), Elmer Chair, Sunshine Chair, Control Operator Chair, Refreshment Chair, etc.

**Section 10:** All officers and officials of the Association, whether elected or appointed, shall upon leaving office transfer possession of all Association property, documents and files to their successor or person assigned by the Board. All inactive records shall be transferred to the Association Historian.

### *Article V - Duties of the Board*

**Section 1:** The Board shall conduct the business of the Association in accordance with the laws of the State of California, the Articles of Incorporation, the Constitution and the By-Laws of the Association.

**Section 2:** The Board may, at its discretion, bring any matter before the membership of the Association for consideration.

**Section 3:** If any officer of the Association fails to appear at three consecutive Regular Meetings or three consecutive Board Meetings without good cause, the office may be declared vacant by the Board and such vacancy filled under the provisions of Article II, Section 3 of the Constitution.

**Section 4:** Upon resignation or removal of any officer of the Association, the office shall be declared vacant and a special appointment shall be made the Board under the provisions of Article II, Section 3 of the Constitution.

**Section 5:** There shall be a monthly meeting of the Board. Special meetings of the Board may be called by the President.

**Section 6:** At any meeting of the Board, Four Board members shall constitute a quorum.

**Section 7:** The Board shall be responsible for the use and maintenance of the Association's property.

**Section 8:** The Trustee of the Association's Amateur Radio License shall ensure that the operation of the Association repeater, Field Day stations, emergency stations and any transmitter operated under the Association call sign is in accordance with FCC rules and regulations.

### *Article VI – Financial*

#### **Section 1:**

The fiscal year of the Association shall begin on January 1<sup>st</sup> of each year and end on December 31<sup>st</sup> of the same year.

**Section 2:**

A. Dues shall be due in January of each fiscal year and shall be determined by a majority vote of the membership as advised by the board during the preceding years October monthly meeting.

B. Any person whose dues become two (2) months in arrears will be terminated as a member of the Association; however, any renewal within the year shall be at full annual dues.

C. New members will be assessed in accordance with the following schedule:

- January 1 – June 30th . . . . . Full current yearly dues amount
- July 1 - December 31 . . . . . 50% of current yearly dues amount

**Section 3:** Any special assessment shall require the approval of two-thirds majority of the members present at a regular meeting. Advance notice of the intent to levy such assessments shall be published in the Association newsletter.

**Section 4:** To defray expenses, a door donation may be requested.

**Section 5:** Prior approval by the Board shall be required for all expenditures from the Treasury. The Treasurer, President, Vice President and Secretary will be authorized to sign checks. Expenditures for any club function (e.g. Field Day, the annual Christmas Party, the annual club picnic, repeater maintenance or improvement, etc.) which exceed \$100.00 per event must be approved, in advance, by majority vote of the membership in a regular meeting.

**Section 6:** The financial records for the Association shall be audited by an Audit Committee annually, and at any other time the Board deems necessary. The report of the Audit Committee shall be published in the Association newsletter.

**Section 7:** All monies of the Association are to be kept in a local bank or credit union in Riverside.

***Article VII – Publications***

**Section 1:** The official publication of the Association shall be a newsletter, named The Monitor, and which shall be published and distributed at least 10-days prior to the regular monthly meeting.

**Section 2:** The purpose of the Association newsletter shall be to notify members of meetings, to provide notice of elections, By-Law amendments, etc., to provide notice of upcoming programs and to provide timely news concerning amateur radio and the activities of the Association and its members.

**Section 3:** Advertising will be accepted for publication in the Association newsletter. Publication of any advertisement will be at the discretion of the Editor. Fees for advertising will be established by the Editor with the approval of the Board.

***Article VIII – Repeater***

**Section 1:** Any proposal(s) for change to the operating procedures of the Association repeater, the repeater configuration, or the control of the club repeater must be proposed and presented at a regular meeting of the Board. The proposal(s) shall also be in the Association newsletter prior to a Board vote. A simple majority shall be required for passage of such proposal(s).

***Article IX - Disposition of Association Property***

**Section 1:** The disposal of Association property shall be made by the Board with the approval of the membership.

**Section 2:** In the event this Association is dissolved, any residue of property then remaining after payment of all debts, including all funds held in the name of the Association, shall be contributed to the ARRL, except that equipment (e.g. radios, repeaters, antennas, hardware, software, etc.) may be donated to a group or organization selected by the Board, where such equipment may be put to continued use. In the event the Board fails to agree on recipient(s) of any equipment within 30 days, it shall be sold with the resulting funds also being contributed to the ARRL.

***Article X - Use of the Association Call Sign - W6TJ***

**Section 1:** A member has automatic permission to operate for public service or emergency activities, using the call sign W6TJ, for a period of less than 72 hours without formal permission. All such individual operation shall be within the member's license privileges.

**Section 2:** The temporary (72 hours to 30 days) use of the Association call sign (W6TJ) may be authorized by the Board.

**Section 3:** The long-term use of the Association call sign (W6TJ) shall be allowed only when it is approved by a simple majority of the membership at a regular meeting.

**Revised by the Members on April 14<sup>th</sup>, 2016**

Article 3, Section 2 was suspended by unanimous vote of the Board of Directors on August 26<sup>th</sup> 2016