



Constitution

January 2019

West Allis Radio Amateur Club, Inc.

Preamble

The purpose of this organization is to educate and promote mutual interest among those interested in Amateur Radio and to further promote Amateur Radio's image through public service. This club is to be known as *THE WEST ALLIS RADIO AMATEUR CLUB, INC.*, a non-profit, non-stock organization incorporated under the laws of the State of Wisconsin. This Constitution shall be our governing law.

ARTICLE I

Member-ship

Section 1 All persons of good character with a genuine interest in Amateur Radio shall be eligible for membership. Membership shall be by application, and the club, by its By-Laws, shall provide rules for admission and/or expulsion of membership.

Section 2A Any duly licensed individual holding a valid, current Amateur operator license shall be eligible for full membership and hereafter shall be known as a *Full Member*

Section 2B Any individual not holding a valid, current Amateur operator license shall be eligible for the membership grade of associate member and hereafter shall be known as an *Associate Member*.

Section 2C The term *Membership* shall mean all members and associate members in good standing.

ARTICLE II

Officers

Section 1 The officers of this club shall be a *President, Vice-President, Secretary* and *Treasurer* and shall assume the duties of the President at a meeting, in the absence of the President, in the order listed.

Section 2 The officers of this club shall be elected for a term of one year by ballot of the membership provided there be a quorum present. The election is to be held annually at the regular meeting in October. Their term of office shall coincide with the fiscal year.

Section 3 The officers of this club shall be Full Members.

Section 4 The Board of Directors of this club shall consist of the officers designated in Section 1 of this Article plus the past President and two members elected at large for two-year terms, one in even numbered years and one in odd numbered years. Board membership of current officers shall coincide with their present terms. The Chairman of the Board shall be chosen by the Board. Election to a higher club office of a Board member automatically vacates the Board member's chair.

Section 5 All Board vacancies occurring between elections must be filled by special ballot, at the next regular meeting, providing a quorum is present.



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Section 6 An elected officer or director failing to attend three successive meetings without due notification to an officer, who shall inform the membership, shall be considered to have resigned.

ARTICLE III

Duties Of Officers

Section 1 The President shall preside at all meetings of this club, and conduct the same according to *Roberts Rules of Order, Revised*. He or she shall enforce the observance of this Constitution and By-Laws, decide all questions of order, sign all official documents that are adopted by the club, and none other, and perform all customary duties pertaining to the office of President. He or she shall also appoint committees, as required.

Section 2 The Vice-President shall assume all duties of the President in the absence of the latter. He or she shall also maintain an up to date accounting of all club properties, real and personal, and see that all requirements for incorporation under Wisconsin law are maintained current.

Section 3 The Secretary shall keep a record of the proceedings of all club meetings, keep a roll of membership, submit applications for membership, carry on all correspondence, read communications at each meeting, and mail written notices to each member of every meeting of the club, except when excused by action under By-Laws. He or she shall maintain possession of the club corporate seal. It shall be the duty of the Secretary to keep the Constitution and By-Laws of the organization and have same with him or her at every meeting. He or she shall cause all amendments, changes and additions to be noted, thereon, and shall permit same to be consulted by members upon request. He or she shall, at the expiration of his or her term, turn over everything belonging to the club, to his or her successor.

Section 4 The Treasurer shall receive and receipt for all monies paid to the club, he or she shall keep an accurate account of all monies received and expended. He or she shall pay no bills except normal operating expenses as defined in Section 7 of the By-Laws without proper authorization by the membership. At each meeting he or she shall give a detailed oral report of all disbursements and receipts. At the end of each fiscal year a detailed written financial report shall be submitted to the Board of directors. He or she shall, at the expiration of his or her term, turn over everything belonging to the club to his or her successor.

Section 5 In the event that an officer cannot attend a meeting, he or she will submit his or her report to another officer.



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Section 6 The duties of the Board of Directors shall be to formulate actions on matters of all club business. A majority of Board Members need to be present to have a quorum. Board decisions shall be by majority vote. Minutes of the Board meetings will be read at the following regular meeting after which general membership comments will be received for consideration. Board decisions shall be presented at the following meeting to the membership for adoption, provided a quorum is present. Adoption is by vote.

ARTICLE IV

Dues Dues in the amount set according to the By-Laws shall be assessed members to defray operating expenses of the club. Special assessments for extraordinary expenditures may be levied by a two-thirds vote of the membership.

ARTICLE V

Amend-ments This Constitution may be amended by a two-thirds vote, provided a quorum of the membership is present. The By-laws may be amended by a majority vote, provided a quorum of the membership is present. Proposed amendments shall be submitted to the membership in writing and voted on at the next regular meeting. All members shall be sent notices in accordance with the by-laws.

ARTICLE VI

Rules *Roberts Rules of Order, Revised* shall govern proceedings and a copy shall be available for reference purposes at all meetings.

ARTICLE VII

Fiscal Year The fiscal year shall begin November 1 and shall run through October 31 of the next year.



By-Laws

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West Allis Radio Amateur Club, Inc.

Section 1 **MEMBERSHIP:** Application for membership shall be submitted at a regular meeting, in writing, and acted upon at the next regular meeting. Each applicant must express a willingness to abide by the Constitution and By-Laws and such rules as shall, from time to time, be agreed upon by the club.

An applicant will be accepted upon receipt of application by the Secretary unless there be an objection by any member, in which case, a vote will be taken at the same meeting. The majority shall rule.

A member shall be defined as one who has been accepted into the club, abides by this Constitution and By-Laws, and has met the dues obligation. A member may be relieved of his or her membership for just cause by majority vote of the membership. A member so removed may appeal to the Board of Directors for reconsideration of his or her removal. The Board may recommend reinstatement to the membership for approval.

Section 2A **MEETINGS:** Regular meetings shall be held each calendar month at such place as the Board shall order. Special meetings may be called by the President upon written request of any five members of the club. Notices shall be sent to all members informing them of the special meeting and the business to be transacted. Such notices shall be sent so that, in the ordinary postal delivery, they shall arrive at least twenty-four hours before the time therein set for the meeting. Only such business as is designated in said notice shall be transacted at such special meetings.

Section 2B Board meetings shall be held once each quarter at a place decided on by the chairman. Notice of the Board meetings shall be given at the regular meeting or in the meeting notice.

Section 3 **MEETING NOTICES:** Notices shall be timed to arrive at least twenty four hours in advance of the time set forth for such meeting. No less than one notice per month shall be mailed for regular meeting notices. The club will use email or other common electronic delivery techniques to deliver notices unless specifically directed otherwise by the member. Notices posted in the club monthly newsletter is an acceptable meeting notice vehicle.

Section 4 **DUES:** Membership dues shall be \$15.00 per year except for full time day school students and associate members, which shall be \$10.00. Full members who are retired or on fixed income may pay dues at the rate of \$10.00 per year. Family membership shall be available to families with two or more licensed amateurs in the same household at the rate of \$18.00 per year. Dues for any member may be waived at the discretion of the Board.

A grace period of one month from the start of a new club year shall be extended to all club members. Late payment of dues shall be in full. A new member who joins during the fiscal year will have his or her dues prorated quarterly.



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Life membership shall be awarded after 25 of years membership or by approval of the Board.

Section 5 **VOTING:** A quorum is required to act on any motion brought before the membership. Such matters pertaining to licensed radio amateurs may be voted upon only by full members. The chairperson of the meeting shall determine if the motion on the floor affects only licensed amateurs.

Section 6 **QUORUM:** A quorum is defined as ten members in good standing at any regular meeting.

Section 7 **MONIES:** Normal operating expenses shall be defined as stationery supplies, postage, and other repetitive items not to exceed \$250 per month. In order to obtain approval for extraordinary expenditures exceeding \$250, a complete proposal must be published in the next issue of the club paper. The expenditures may be approved by a two-thirds majority vote at the next meeting, providing a quorum is present. Exceptions to this are the swapfest and convention expenditures.

Section 8 **AUDITING:** An audit of the club's financial records shall be conducted annually by one full member appointed by the President. The member shall provide a written report of his findings and submit them to the Board for review and acceptance.

Upon the request of any full member, a special audit may be conducted by a committee of four full members appointed by the President. This procedure shall not occur more than once per year and one member of the committee shall be the person requesting the audit.

Section 9 **RECOMMENDED COMMITTEES:** Annual Dinner, Education, Field Day, Hamtrix, Program, Public Relations, Swapfest, Sunshine.

Section 10 **TRUSTEE OF CLUB STATION LICENSE:** The trustee shall be a qualified, responsible individual to be nominated by the President and approved by a two-thirds vote of the Board of Directors, for an indefinite term, at the discretion of the Board of Directors. The trustee shall maintain current, valid status of the club station license with the FCC; maintain all club owned transmitters, receivers, antennas and related equipment in operable condition; supervise on the air operations carried out under the club station call sign, in accordance with FCC rules and regulations and head a committee composed of qualified, responsible individuals, as needed, to carry out the above functions.

Section 11 **CLUB REPEATER:** A club repeater station may be established to provide a common communications link for use by members of the club in carrying out the purpose of the club. Coverage area shall be the portions of the metropolitan area served by the club. Access shall be by means of carrier, with or without single tone burst or sub audible continuous tone, as deemed appropriate by the trustee. All equipment contained in or used in conjunction with the repeater shall be wholly



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owned by the club, whether purchased in accordance with these By-Laws or donated. All expenses incurred in routine operation and maintenance of the repeater shall be paid by the club in accordance with these By-Laws. Control of the repeater shall be the responsibility of the trustee and shall be carried out by means specified by the trustee.

Section 12 SCHOLARSHIP PROGRAM AND FUND: A Scholarship Program and Fund shall be established for the purpose of disbursing monies through the awarding of scholarships to qualified Amateur Radio Operators. The Scholarship Program and Fund shall be administered by a Scholarship Chairman which shall be appointed annually by the President and confirmed by the Board of Directors. The chairman shall be responsible for managing the routine and regular functions of administering the Scholarship Program, and formulating recommendations to the Board of Directors on matters involving disbursements of monies from the Fund, contributions of monies to the Fund, and administration policies of the Scholarship Program. The chairman shall prepare an annual report detailing the financial status of the Fund, projected fund expenditures and other matters relevant to status of the Fund.

Any monies contributed to the Scholarship Fund shall be deposited into an interest bearing account in the name of the Fund, and maintained separately from the general funds of the Club, until such time that the Fund is depleted or the Scholarship Program and Fund are dissolved in accordance with the Constitution and By-Laws of the Club. Upon dissolution of the Fund, any monies remaining in the Fund which are determined to have been contributed by donors exclusive of the Club treasury shall be disbursed to a similar, legitimate, scholarship fund.