

# Constitution

## **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 as Devils Tower Amateur Radio Club of Crook County, Wyoming 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.

## **Article I**

### **Membership**

All persons interested in Amateur Radio communications shall be eligible for membership. Membership shall be by application and review upon such terms as the club shall provide in its By-Laws.

Membership may not be denied because of race, creed, color, religion, gender, sexual orientation, political affiliation, marital status, or any other reason that would be biased or prejudicial.

## **Article II**

### **Officers**

#### **Section. 1. Offices**

The officers of this club shall be President, Vice-President, Secretary, Treasurer. For the purposes of filling out the Board of Directors, two members-at-large will be elected.

#### **Section. 2. Election**

The officers of this club shall be elected for a term of two years by ballot of the members present at the annual meeting.

#### **Section 3. Office limits**

An individual may not hold more than one office during the same term.

#### **Section. 4. Vacancies**

Vacancies occurring between elections must be filled by special elections at the first regular meeting following the withdrawal or notice of resignation. The vacancy of the President will be filled by the Vice-President and a new Vice-president will be elected.

#### **Section 5. Eligibility**

To hold an office an individual must be a member in good standing and hold a valid Amateur Radio License. The Amateur Radio License must not be allowed to expire while holding office.

#### Section 6. Resignation

Any officer may resign his/her position in writing at which time all records and assets of the club will be turned over to the President or Vice President.

#### Section 7. Removal of Officers

Officers may be removed from office for cause, upon written petition of 25 percent or more members presented to the President or Vice President.

After investigation, the petition will be presented to the membership at the next regular meeting of the club and voted on by the membership.

Removal of an officer requires a three-fourths vote of the *full* membership.

### **Article III**

#### **Duties of Officers**

##### Section. 1. President

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, appoint committees, and perform all other duties pertaining to the office of President.

##### Section. 2. Vice President

The Vice-President shall assume all the duties of the President in his/her absence. In addition, he/she may organize club activities, plan, and recommend contests for operating benefits, and advance club interest and activity as approved by the club.

##### Section. 3. Secretary

The Secretary shall keep a record of the proceedings of all meetings, keep a roll of members, announce membership applications, carry on all correspondence, read communications at each meeting, and provide meeting notices to each member. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

##### Section. 4. Treasurer

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.

It is the Treasurer's responsibility to resolve any debts the club may incur using club funds. Checks must be signed by the treasurer and one other officer. That officer SHALL NOT be related to the treasurer.

The Treasurer shall not set up a direct withdrawal or an electronic transfer of funds in any manner without the approval of the Board of Directors. This permission shall be provided in an email form. This action is a result of a Board of Directors decision and as such, must be addressed at the next regular club meeting.

An audit will be scheduled during the first month after each bi-annual election. The Treasurer shall schedule this audit of the club's finances and equipment holdings. This audit will be done at the beginning of a new term even if the Treasurer retains his/her position. This audit panel shall consist of

the Sitting Treasurer, the outgoing Treasurer (unless reelected), the sitting President, the outgoing President (unless reelected), both Sitting Members-at-Large and the sitting Vice-President. The outcome of this audit shall be released in the Treasurer's report at the next scheduled meeting.

#### Section. 5 The Board of Directors

The Board of Directors will consist of all the Officers and the Members at Large. The President will chair the Board of Directors.

Members at Large round out the Board of Directors.

In the event of necessary business between the normal monthly meetings, the Board of Directors can conduct business on behalf of the club. This business must be outlined and discussed at the next monthly meeting.

## **Article IV**

### **Meetings**

The By-Laws shall provide for regular and special meetings. At meetings, greater than 33 percent of the membership shall constitute a quorum for the transaction of business or allocation of funds. A quorum may be achieved via electronic modes if necessary.

Robert's Rules of Order shall govern proceedings.

## **Article V**

### **Dues**

The club, by majority vote of those present 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. 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 Radio 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-stations. The club shall also maintain a program to foster and guide public relations.

## **Article VII**

### **Club Call sign**

The club will have a callsign as provided by FCC rules Part 97. The club call will also be used as the repeater system callsign.

The President shall assign trusteeship of the club call sign.

The trustee shall:

Be a member of the club in good standing, hold an extra class license, meet FCC requirements, and not had his/her Radio Amateur licensed revoked or sanctioned at any time.

**Article VIII**  
**Dissolution of The Club**

Section 1. Termination of Operations

If the Board of Director votes that the Club should be dissolved the motion for dissolution must receive more than two thirds vote of the full membership to pass.

Section 2. Disposition of Assets

The Board of Directors shall handle the disbursement of all assets of the club.

No member or group of members shall receive benefit from the assets.

All equipment will be sold, and net proceeds donated to a non-profit organization.

All remaining cash will be donated to a non-profit organization.

**Article IX**  
**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 on at the next following regular meeting, provided all members have been notified of the intent to amend the constitution and/or By-Laws at said meeting.

\_\_\_\_\_ President Devils Tower Amateur Radio Club  
Dwayne Allen, WY7FD

\_\_\_\_\_ Vice-President Devils Tower Amateur Radio Club  
Wade Dennis, KJ7KNZ

\_\_\_\_\_ Treasurer Devils Tower Amateur Radio Club  
Jerry Boone, WY7JB

\_\_\_\_\_ Secretary Devils Tower Amateur Radio Club  
Pat Boone, KF7RJT

# By Laws

## 1. Secretary

It shall be the duty of the Secretary to keep the constitution and By-Laws of the club and have the same with him/her at every meeting. He/she shall note all amendments, changes and additions on the constitution and shall permit it to be consulted by members upon request.

## 2. Membership

Full membership is open to licensed Radio Amateurs.

Associate membership is open to those actively engaged in a class leading to an Amateur Radio license and all other interested persons.

Full membership includes all club privileges as well as rights to hold a club office and to vote for club officers.

Associate membership includes all club privileges except for the right to hold office and vote for club officers.

## 3. Meetings

Regular meetings may be held each calendar month. Special meetings may be called by the President upon the written request of any club member. Notices shall be sent to members concerning special meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive not less than 7 days before the meeting.

## 4. Dues Fees and Assessments

Annual dues of \$36.00 per member are hereby assessed in accordance with the provisions of Article V of the constitution for the purpose of providing funds for expenses. Dues will be prorated monthly for members joining later than June.

Dues for members under the age of 18 and college students under the age of 25, will be 50% of the annual dues. Youth members do not count against the requirements for a quorum. Nor may a Youth member be counted as a full member when figuring the quorum.

Membership dues are payable in June of each year.

Any member whose dues are not paid by August 1st will be considered inactive and removed from the membership roster. Inactive members have no voting privileges.

Termination of membership either by resignation or expulsion will not constitute a refund of dues paid.

## 5. Elections

Officer elections will be held bi-annually at the regular June meeting. Officers will assume their elected office July 1.

### Nomination Committee

The President will appoint a nomination committee six months prior to elections. The committee will be charged with finding qualified candidates to run for office.

The committee will present a ballot to the president at the regular meeting one month prior to elections at which time the President will entertain a motion for nominations and to accept the ballot.

The final ballot will be published and made available to all club members.

The president will dissolve the nomination committee after the bi-annual elections.

## 6. Voting

Voting will be done using paper ballots.

Immediately after voting the ballots will be counted openly in front of the membership. Any candidate may request a recount of the ballots.

In the case of an unopposed slate the President may entertain a motion for the Secretary to cast a single ballot.