

CONSTITUTION OF THE TWIN CITY AMATEUR RADIO CLUB

ARTICLE I Name and Purpose

Section 1. The name of this organization shall be “The Twin City Amateur Radio Club”.

Section 2. The purposes for which the Club is organized are: to extend the knowledge of the radio art; to promote good will toward and to foster the practice of Amateur Radio activities; to facilitate contact among its members and to engage in educational, charitable, and benevolent activities in the Amateur Radio field; to be of civic and patriotic service; to foster literary and scientific research; and to conduct all activities, meetings, and events in the furtherance of such purposes.

ARTICLE II Membership

Section 1. The membership of this Club shall consist of:

- a) Members, who shall be entitled to all rights and privileges of the Club, including holding office and the right to vote. Other members of a Member's household who are otherwise qualified to be Members of the Club may become Club Members by the payment of dues at the Family rate.
- b) Life Members, who shall be entitled to all rights and privileges of the Club.

Section 2. Qualification for membership shall be as follows:

- a) Membership is open to anyone who: 1) submits an application; 2) presents a valid Amateur Radio license issued or recognized by the Federal Communications Commission of the United States of America; and 3) pays the then current yearly membership dues.
- b) Life Membership shall be extended to a Member of the Club whose name has been sponsored by a Member of the Club and recommended by the Board of Directors sitting in formal session, and who has subsequently received a favorable vote of the Club in a formal meeting.

ARTICLE III Officers and Directors

Section 1. The Officers shall consist of the following:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

Section 2. The Officers, together with three additional elected Directors, shall constitute the Board of Directors. All Officers and Directors shall be Members of the Club in good standing.

Section 3. Officers shall be elected at the Annual Meeting, for a term of One (1) year, and shall hold office until their elected successors are qualified for and assume their respective offices at the meeting in the month of September following their election. The term "Director" as used in Sections 7 and 8 below shall include Officers as listed in Section 1 above.

Section 4. Three (3) additional Directors shall be elected to hold office, each for a term of Three (3) years. Such terms shall be staggered, with One (1) Director elected at each Annual Meeting for a term of Three (3) years. Each Director shall hold office until his/her elected successor is qualified for and assumes the office at the meeting in the month following his/her election.

Section 5. Any elected Officer or Director may be removed by a two-thirds (2/3) vote of the Members of the Club.

Section 6. The Board of Directors shall conduct the routine business of the Club and be responsible for Club policy. Meetings of the Board of Directors shall be called as deemed necessary by the President or by Four (4) other members of the Board. Board meetings shall be open to all Members of the Club, but only Board members may vote on matters before the Board.

Section 7. No official meeting of the Board shall take place unless a quorum of Four (4) Directors is present. The Board shall take no action unless a quorum of at least Four (4) Directors agrees.

Section 8. Except by agreement of all Directors, no meeting of the Board of Directors shall be held unless all Directors have at least Seven (7) days advance notice.

ARTICLE IV Annual Meeting

Section 1. The Annual Meeting of the Club shall be the regularly called general meeting in the month of June or such other date as the Board of Directors may determine.

ARTICLE V Amendments

Section 1. Any Member at any regularly called meeting may propose amendments to the Constitution or By-laws. Such proposed amendments shall be entertained only when in written form and sustained by a majority vote of the Members present at the meeting at which it is submitted.

Section 2. This Constitution and/or By-laws may be amended only by at least a three-quarters (3/4) vote of the Members present at any regularly called meeting, provided that the proposed amendment was previously advertised by sending notice and a copy of the proposed amendment

to the last address on record of each Member at least Two (2) weeks prior to the date of said meeting. Alternatively, this notice may be delivered by electronic means.

BY-LAWS OF THE TWIN CITY AMATEUR RADIO CLUB

ARTICLE I

Officers

Section 1. The President shall preside at all meetings of the Club and the Board of Directors and shall perform other duties as may be required to facilitate the Constitution and the By-laws of the Club and may delegate such duties.

Section 2. The Vice President shall assume the duties of the President during the absence of the President. In addition, the Vice President shall chair the Program Committee and shall perform other duties as may be required to facilitate the Constitution and the By-laws of the Club and may delegate such duties.

Section 3. The Secretary shall keep all records of the Club, receive applications for membership, process all Club correspondence, including the preparation and distribution of meeting notices, and perform other duties as may be required to facilitate the Constitution and the By-laws of the Club and may delegate such duties.

Section 4. The Treasurer shall be the custodian of all funds of the Club and:

- a) Shall receive all monies and deposit them in a bank account approved by the Board of Directors.
- b) Shall submit a report of receipts and disbursements covering the previous year at the Annual Meeting and as requested by the Board of Directors.
- c) Shall make all disbursements of Club funds, subject to approval as follows:
 - 1) Individual cash disbursements of less than Two Hundred dollars (\$200.00) shall not require prior Board approval.
 - 2) In any single month, expenditures totaling more than Five Hundred dollars (\$500.00) shall require prior approval by the majority of the Board of Directors.

Section 5. In the event that any Officer or Director cannot serve out his/her term, the Board shall choose a replacement.

ARTICLE II

Dues

Section 1. From time to time, the Board of Directors shall determine annual membership dues and Family membership dues. Only full payment shall entitle a Member to all rights and privileges of membership.

Section 2. Notwithstanding Section 1, there shall be no dues collected from Life Members.

Section 3. Dues shall be payable annually, in advance, on each January 1 or as the Board of Directors may direct.

ARTICLE III
Quorum for Meetings of the General Membership

Section 1. The Members present at a regular meeting shall be considered a quorum.

ARTICLE IV
Regular and Special Meetings

Section 1. *Robert's Rules of Order* shall be used when questions of procedure arise.

Section 2. Regular meetings of the membership shall be held once each month, except July and August, on the second Tuesday. Special meetings may be called by the President or Twenty-Five percent (25%) of the Members.

Section 3. Notice of Special General Membership meetings: Written or electronic notice stating the time, place, and the purpose or purposes for which such a meeting is called shall be sent to Members not less than Five (5) or more than Twenty-One (21) days before the date of such meeting.

Section 4. The minutes of the most recent Board meeting shall be made available at the next regular meeting of the Club.

ARTICLE V
Committees

Section 1. This non-exclusive list of committees may be appointed by the President and shall function as a list of standing committees:

- a) License examination committee.
- b) Program Committee, to arrange meeting programs.
- c) Publications Committee, to produce and distribute the Club Newsletter and other documents as directed by the Board.
- d) Public Relations Committee, to promote good will of the public toward Amateur Radio.

- e) Repeater Committee, to be responsible for the supervision, operation, and maintenance of any communications equipment owned by The Twin City Amateur Radio Club. This Committee shall be authorized to spend up to Three Hundred dollars (\$300.00) in any one month for the necessary maintenance and repair of such equipment without first obtaining permission from the Board of Directors.

Section 2. The President, Thirty (30) to Sixty (60) days prior to the Annual Meeting, may appoint a Committee of Three (3) Members to audit the accounts of the Club as of the date of the closing of the books for the month of June. This committee shall make available its report at the meeting held in the month of September.

Section 3. The President shall appoint at the regular meeting in May a nominating committee whose duty it will be to present, at least one week prior to the annual meeting in June, nominations for all offices to be filled at that meeting. Additional nominations may be made by any Member at the Annual meeting. The President shall assure that any such nominees agree to serve if elected, prior to accepting any nominations.

Section 4. The Board of Directors may appoint other Committees from time to time, as they may deem appropriate.

ARTICLE VI Support of the ARRL

Section 1. It shall be the policy of the Twin City Amateur Radio Club to support the American Radio Relay League (ARRL). This shall be expressed by the Club's affiliation therewith and participation in the activities thereof.

ARTICLE VII Club-Owned Property

Section 1. The Vice President shall account for all Club-owned property.

Section 2. As directed by the Board of Directors, Club-owned property may be made available for use by Members for reasonable periods of time, and such Members shall be held responsible for the proper use and maintenance thereof when such property is in their possession.

Section 3. Should Club-owned property be damaged or lost while in the possession of any Member, a full report of the circumstances shall be made by the Member to the Vice President. The Member shall reimburse the Club for reasonable cost of repairs required or, if necessary, to replace the property when such loss or damage is determined, by the Board, to be due to negligence of the Member.

Section 4. The Vice President shall keep a record of the use of all Club-owned property. The Vice President shall render a full report of all such equipment and usage to the Membership at the Annual Meeting.

ARTICLE VIII
Constitution and By-Laws

Section 1. A copy of the current Constitution and By-laws shall be supplied to all Members upon initial application for membership. In addition, the Secretary will make available a copy to any Member who desires one.

ARTICLE IX
Books and Records

Section 1. All books and records of the Club may be inspected by any Member, or Member's agent, for any reasonable purpose during regular business hours upon Seven (7) days advance written notice.

ARTICLE X
Dissolution

Section 1. In the event that the Club should disband, once debts are satisfied, all property will be sold or otherwise disposed of by the Board and the proceeds donated to the American Radio Relay League, 225 Main Street, Newington, CT 06111, USA.