

# **MUNCIE AREA AMATEUR RADIO CLUB CONSTITUTION AND BY-LAWS MAARC**

## **CONSTITUTION**

**Amended January 20, 1991**

### **ARTICLE I - NAME**

1. The name of this not-for-profit association shall be the **MUNCIE AREA AMATEUR RADIO CLUB (MAARC)**.

### **ARTICLE II - PURPOSES AND OBJECTIVES**

1. To bring together, for their mutual benefit, persons interested in the various areas of amateur radio; and, to this end, any interested person is cordially invited to attend one or more of our regularly scheduled meetings.
2. To provide an environment, with facilities, in which members may increase their knowledge and proficiency in the field of amateur radio.
3. To provide a ready and reliable source of emergency communications.
4. To provide such other public communication services as may be appropriate.

### **ARTICLE III - MEMBERSHIP CATEGORIES**

1. "Member," as used herein, shall mean an individual in good standing whose dues are currently paid.
2. **FULL MEMBER.** A full member is a member who has a valid amateur radio license. Such person may vote and hold office.
3. **ASSOCIATE MEMBER.** A licensed or an unlicensed person may become an associate member, without the privilege of voting or holding office.

4. **STUDENT MEMBER.** A full-time student under the age of 18 may become a student member, without the privilege of voting or holding office. Student members, upon reaching the age of 18, “and holding a valid amateur radio license.” are eligible to become full members.
5. **FAMILY MEMBERSHIP.** Persons who are related to and living in the same household with a full member are eligible for family membership. Except for the household member who is a full member, those persons with family membership may not vote or hold office.
6. **HONORARY LIFE MEMBERSHIP.** Any full member may be nominated at a regular meeting for honorary life membership. Such nomination must be made by a full member. The status is intended to be an exceptional honor, in recognition of especially meritorious and distinguished contributions of the nominee to MAARC. The nominee shall be voted upon at the next regular meeting following the nomination. A two-thirds vote of the members present and voting is required to confer this status. Honorary life members shall pay no dues after attaining this status, and shall have the privileges of a full member.
7. **DUES-EXEMPT MEMBERSHIP.** Any voting member may nominate any person for dues-exempt status. Such nomination may be at any regular meeting, and an explanation of the reason(s) for such nomination shall be given. Reasons may include, but are not limited to, financial hardship. A majority of the members present and voting shall be required for the motion to pass. A dues-exempt member shall pay no dues after attaining this status, and shall continue to have the privileges appropriate to the type of membership held. Dues-exempt status may be rescinded, using the same procedures and requirements as in attaining the status.

## **ARTICLE IV - ATTAINING MEMBERSHIP**

1. Any person who applies to a full club member for membership and meets the criteria in Article III shall ordinarily be accepted for the appropriate type of membership.
2. An exception to Article IV(1) may occur if any full member objects to an applicant and moves to deny membership at a regularly called meeting. If such occurs, the denial motion shall be voted upon at the next regularly called meeting. A majority of those present and voting is required to deny membership.
3. Names of applicants shall be made known to members attending the first regularly called meeting after an application has been received or concurrently at any meeting where an application is first received. The intent is to permit a motion to deny membership as provided in Article IV (2) above.

## **ARTICLE V - DELINQUENT/INACTIVE MEMBERS**

1. Members whose dues are in arrears for any time up to one year shall be considered delinquent. While delinquent, members do not have membership privileges. They may automatically regain membership by dues payment as prescribed in the by-laws.
2. Members whose dues are in arrears for more than one year shall be considered inactive. While inactive, members do not have membership privileges. To regain membership, inactive members must reapply for membership, with dues payment as prescribed in the by-laws.

## **ARTICLE VI - EXPULSION OF MEMBERS**

1. At any regular meeting, any full member may move to expel any member, stating just cause(s). The secretary shall send written notice of such motion to each voting member prior to the next regularly called meeting, at which time the motion shall be voted upon. The member whose expulsion is under consideration is entitled to address the club members prior to voting. The address is expected to be in the form of an appeal, or a stating of the case for the member being considered for expulsion. The expulsion motion requires a nine-tenths majority of members present and voting in order to pass.

## **ARTICLE VII - OFFICERS**

1. Officers of the club to be elected for a term of:
  - a) President - one year
  - b) Vice President - one year
  - c) Secretary - one year
  - d) Treasurer - one year
  - e) Trustee - three years

These persons shall constitute the Executive Committee.

2. Nominations shall be made at the regularly scheduled September meeting. Any member may nominate any member eligible to hold office. A nominee must agree, prior to voting, to serve if elected. Agreement may be oral at the meeting, or written. If there are multiple nominees for any office the Secretary shall mail a ballot to each voting member no later than 14 days prior to the regularly scheduled October meeting. At the October meeting votes shall be tallied. A plurality of votes is needed to elect. In the case of a tie vote, the decision shall be made by a revote and/or revote of the members present.
3. The Executive Committee shall present one or more persons as nominees for the position of Trustee when that office is to be filled. The nominating and electing process shall otherwise be the same as in Article VII (2) above. Nominees for the office of Trustee must hold a valid Amateur Radio License of general class or higher.

4. Newly elected officers shall assume their duties at the end of the October meeting, except for the Trustee, whose duties shall be assumed when the newly elected trustee's name appears on the club license returned by the FCC. A vacancy in any office shall be filled by appointment of the Executive Committee for the remainder of the officer's term.
5. Officers may succeed themselves in subsequent terms.
6. Officers may be removed from office in the manner described in Article VI dealing with expulsion of members.

## **ARTICLE VIII - DUTIES OF OFFICERS**

1. The duties of the President shall be to conduct all meetings according to adopted rules, to enforce observance of such rules, to decide questions of order (seeking parliamentary assistance if desired), to sign all official documents, to handle emergency matters with the advice of the Executive Committee., and to perform all other customary duties pertaining to the office.
2. The duties of the Vice President shall be to assume the duties of the president if the need arises, and to be of general assistance to the President.
3. The duties of the Secretary shall be to keep records of the proceedings of all meetings, to report to the membership the minutes of meetings, to carry on all correspondence and report to the membership. Correspondence is understood to include matters related to meetings. The Secretary shall receive applications for membership from applicants directly or from full club members who have received them and begin the process described in Article IV on attaining membership.
4. The duties of the Treasurer shall be to receive and expend monies, to keep proper records of all financial matters, to keep an accurate record of members and their dues status, to make financial reports at club meetings. However, there shall be established a petty cash fund for the payment without authorization, of routine incidental expenses. The size of the petty cash fund shall be established in the By-Laws. The President shall arrange for the Treasurer's books to be audited annually.
5. The duties of the Trustee shall be to authorize and supervise the use of any club call sign; to be accountable for club equipment; to provide continuity and guidance relating to changes in officers; to maintain such records as are necessary; and to be the chief contact person between the club and any governmental regulatory agencies. The club license shall bear the current Trustee's name. The trustee shall be responsible for the proper legal use of privileges granted by this license in accordance with FCC rules part 97; shall hold a valid amateur radio license of general class or higher; have final say in aforementioned legal matters; and present a written report annually at the October meeting.
6. At the end of any officer's term, all club materials in the officer's possession and used during the term shall be given to the officer's successor.



## **ARTICLE IX - MEETINGS**

1. It is generally intended that the club will meet regularly once per month. However, a meeting may be called by the president at any time, and must be called upon written request of five voting members. Written notices of meetings, stating the business thereof, shall be sent to all members in sufficient time that in ordinary postal delivery they will reach members at least 24 hours prior to the meeting time. Verbal notices of meetings may also be transmitted by telephone or via any club-sponsored radio, or both.
2. Written notices are the responsibility of the Secretary. Verbal notices, or arrangement for them, is the responsibility of the Executive Committee.

## **ARTICLE X - AMENDMENTS**

1. Any voting member may move to amend this constitution at any regular meeting or at any meeting specially called for the purpose of a proposed amendment(s). The proposed amendment(s) must be in writing and will be read aloud by the Secretary at the meeting at which it is presented. The Secretary shall mail to all voting members a notice of the proposed amendment(s), together with relevant information as to the effect. The relevant portion(s) of the constitution in existence shall be written, along with the relevant portion(s), as they would be if the amendment(s) passes. This notice, along with a ballot, is to be received by voting members at least one week before the meeting at which the vote will be tallied. This meeting shall be at least three weeks later than the meeting at which the motion was made. Yea votes on two-thirds of the properly marked ballots received will be required to amend. Ballots may be delivered in person or by mail. Abstentions, non-received ballots, or improperly marked ballots shall not be counted in determining the proportion of yeas to nays

## **ARTICLE XI - PARLIAMENTARY PROCEDURE**

1. *Robert's Rules of Order, revised*, shall govern proceedings of this club except as otherwise provided in the constitution or by-laws.

# **BY-LAWS**

**Amended January 20, 1991**

**Amended June 29, 2003**

## **ARTICLE I - QUORUM**

1. One-tenth of the voting members shall comprise a quorum.

## **ARTICLE II - DUES**

1. Dues shall be:
  - a) Full member: \$15.00 per annum
  - b) Associate member: \$10.00 per annum
  - c) Student member: \$ 6.25 per annum
  - d) Family membership: Full member in household \$15.00 per annum  
Plus \$ 7.50 per annum for each additional householder  
Having family membership status.
2. The dues year shall extend from January 1, through December 31.
3. Delinquent members must pay the years dues to become active. These dues are not prorated.
4. Persons joining the club for the first time shall have their dues prorated.
5. Persons wishing to rejoin shall be considered new members in all respects if they have been delinquent for one year or longer. Otherwise they shall be considered delinquent members.
6. Suspension of privileges: Privileges of membership shall be terminated on April 1 for non-payment of dues.
7. On any check returned for non-payment by the club's bank, the person who wrote the check shall pay all bank charges plus five dollars for the returned check in addition to the amount of the check.

## **ARTICLE III - PETTY CASH**

1. The petty cash fund established for the use of the Treasurer between meetings shall not exceed \$100.00.

## **ARTICLE IV - EXECUTIVE COMMITTEE**

1. The Executive Committee shall offer guidance and advice to the president, and shall act on behalf of the membership between meetings if matters of an emergency nature arise which require immediate action.
2. Executive Committee actions taken in accordance with Article IV (1) shall be approved or disapproved by a majority of the members present and voting at the next regular meeting following the Executive Committee actions. If disapproved, the actions shall be rescinded if possible; if not possible, the disapproval shall be considered an expression of censure.

## **ARTICLE V - COMMITTEES**

1. The President, solely, or with the guidance and advice of the Executive Committee, may create committees, either standing or ad-hoc, as deemed necessary or desirable. The authority to create committees also includes the authority to dissolve them.
2. The President shall appoint members to committees created in accordance with Article V (1), and may also remove members from committees.
3. For such time as Ball State University facilities are utilized by the club, there shall be a permanent Ball State University Liaison person or persons, who has (have) been approved by the University, and appointed by the President.
4. There shall be a permanent Technical Committee whose duties are to maintain and repair any club equipment. In the event the Technical committee can not make the necessary repairs to any club equipment, it shall bring the matter to the Executive Committee for disposition. The Technical Committee shall be directly responsible to the Executive Committee. Membership to the Technical Committee shall be appointed by the Executive Committee.

## **ARTICLE VI - DELINQUENT/INACTIVE DUES**

1. A delinquent or inactive member who wishes to regain membership shall pay dues in arrears up to the maximum of six months plus the prorated dues to January 1 of the current year.

## **ARTICLE VII - COURTESY GUIDELINES**

1. Flowers/memorials shall be sent for the death of a full member or a full member's spouse.
2. Cards shall be sent for the death or hospitalization of other family members: Spouses and their children, parents of either spouse, and siblings of the member in the immediate household.



## **ARTICLE VIII - AMENDMENTS**

1. Any voting member may move to amend these by-laws at any regular meeting or at any meeting specially called for the purpose of a proposed amendment(s). The proposed amendment(s) must be in writing and will be read aloud by the secretary at the meeting at which it is presented.
2. Members present at this meeting shall decide by vote whether the proposed amendment(s) is to be considered “minor” or “major” according to their view of the seriousness and impact of the proposed change(s).
3. If “minor,” the proposed amendment(s) shall be publicized via club sponsored radio, or telephone, or both, as provided in Constitution Article IX on meetings.
4. If “major,” the proposed amendment(s) shall be publicized by mail as provided in Constitution Article X on amendments.
5. At the next regularly scheduled meeting, a vote shall be taken on the proposed amendment(s). The proposed amendment(s) require a yea vote from two-thirds of the members present and voting in order to pass.

## **ARTICLE IX - DISSOLUTION OF THE CLUB**

1. Should the club be dissolved for any reason, all financial obligations shall be met. Any remaining assets shall be disposed of as decided by a majority membership vote. Such disposition shall be legally proper, and in accordance with the club’s not-for-profit character.