

Western Tidewater Radio Association, Inc.

Smithfield, VA

Constitution and By-Laws

Preamble:

The members of this club, wishing to secure for our selves the pleasures and benefits of an association of persons commonly interested in Amateur Radio, constitute ourselves the Western Tidewater Radio Association, Inc., a non-profit Virginia corporation, 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, to support ARES/RACES, and to so conduct club programs and activities as to advance the general interest and welfare of Amateur Radio in the community.

Membership: Article I

All persons interested in Amateur Radio communication shall be eligible for membership. Membership shall be by application and election upon such terms as the club shall provide in its by-laws.

Officers: Article II

Section 1. The officers of this club shall be: President, Vice-President, Second Vice-President, Secretary, and Treasurer.

Section 2. The officers of this club shall be elected for a term of one calendar year beginning January 31 by ballot of the voting members present, provided there be a quorum, at the annual meeting. The Second Vice-President shall serve at the convenience of the club membership.

Section 3. Vacancies occurring between elections must be filled by special elections at the first business meeting following the withdrawal or resignation.

Section 4. Officers may be removed by a three-fourths vote of the voting membership.

Section 5. Officers must hold full membership for their entire term.

Section 6. All officers must make a reasonable effort to attend all regularly scheduled meetings. If attendance is not possible, he/she must notify the President or Vice-President 24 hours prior to any meeting.

Duties of Officers: Article III

Section 1. The President shall preside at all business meetings of the club, 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, and perform all other duties pertaining to the office of president.

Section 2. The Vice-President shall assume all the duties of the president in his/her absence. In addition, he/she shall organize club activities, plan and recommend contests for operating benefits, and advance club interest and activity as approved by the club. He/she shall maintain close liaison with the District or Section Emergency Coordinator to further club participation in the Amateur Radio Emergency Service.

Section 3. The Second Vice-President shall process and maintain all records related to incorporation of the club.

Section 4. The Secretary shall keep a record of the proceedings of all business meetings, keep a roll of members, publish an accurate membership roster each February, submit membership applications, carry on all correspondence, read communications at each meeting, mail written meeting notices to each member not having any other means of receiving meeting notices, and file activity reports to the ARRL with the assistance of the public relations committee. At the expiration of his/her term he/she shall turn over all items belonging to the club to his/her successor.

Section 5. The Treasurer shall receive and receipt for all moneys paid to the club; keep an accurate account of all moneys received and expended; pay no bills without proper authorization (by the club or its officers when they constitute a business committee). At each regularly scheduled business meeting he/she shall submit an itemized statement of disbursements and receipts available. 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.

Meetings: Article IV

The by-laws shall provide for business and other meetings. At business meetings, a minimum of one-fourth of the voting membership shall constitute a quorum for the transaction of business.

Dues: Article V

The club, by majority vote of those voting members present at any business 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.

Membership Assistance: Article VI

The club, through designated 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 radiation's from club member-stations.

Amendments: Article VII

This constitution or the by-laws may be amended by a quorum vote of the voting membership. Proposals for amendments shall be submitted in writing at a business meeting and shall be voted on at the next following business meeting.

Robert's Rules shall govern business proceedings.

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 business 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 any licensed amateur. Full Membership includes all club privileges as well as rights to vote for club officers. Full Membership also includes the right to hold a club office provided the member is at least 18 years of age at the time he/she is installed into office.

Associate Membership is open to all other interested persons. Associate Membership includes all club privileges except for the right to hold office and vote for club officers.

Family Membership is open to any person living in the same household as an existing member and is exempt from the new member application fee. A family member holds the same privilege as a full member if the family member is a licensed amateur.

Social Membership is open to any licensed operator and holds the same privilege as a full member except has no voting rights and cannot hold club officer positions. A social member is not considered in a count for a quorum under Article IV. Social Members may upgrade to Full Membership on written request read at the next business meeting.

Voting members not participating in club activities for a continuous period of one year become Social members provided dues are current.

Applications for membership shall be submitted at business meetings.

3. Meetings. A minimum of one business meeting will be held each quarter on the second Monday of the second month of the quarter or other day as deemed necessary by the voting membership. The Annual Meeting will be held on the second Monday of January or other day in January as designated by the voting membership at the last business meeting of the previous year for the purpose of electing Officers. Additional business meetings may be held as designated by the By Laws, the President, or on written request of a quorum of voting members. Notices shall be sent to members concerning additional business meetings and the business to be transacted. Only such business as designated shall be transacted. Such notices shall be sent so that they arrive by US Mail or be available by any one common electronic means not less than 48 hours before the business meeting. Common electronic means is defined as:

a. Club affiliated packet BBS/mailbox

- b. Club affiliated repeater voice announcement
- c. Individual e-mail via the Internet.
- d. Club affiliated web page.

Other meetings may be held monthly for purposes other than business. The purpose of these meetings is 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.

4. Dues. A regular annual assessment for membership is hereby assessed in accordance with the provisions of Article V of the Constitution for the purpose of providing funds for expenses. Dues to the club shall be:

- a. New member application fee \$ 2.00
- b. Full membership \$18.00
- c. Social membership \$15.00
- d. Associate membership* \$15.00
- e. Family membership** \$10.00

All dues are payable in full no later than the last day of the year and are delinquent as of January 31. Members joining after the first quarter will be charged dues prorated by the quarter.

*An associate member who receives his/her Amateur Radio license during his/her membership year will be awarded Full membership for the remainder of that year.

** The family membership fee covers all individuals of the family living in the same household as the initial member.

5. Nominations and elections. At the last business meeting in the year the President will accept all nominations of club officers to be voted upon at the Annual Meeting, by the nominating committee. Further nominations may be made from the floor at the Annual Meeting. No name will be presented without prior consent of the nominee.

6. Standing Committees. The President may appoint, as needed standing committees. Each committee must consist of at least two members. The committees and their duties may be:

a. Audit committee. Shall be responsible for auditing the Treasurer's books in January and report the findings in writing at the first quarter business meeting. The Treasurer, not a member, serves at the request of the committee.

b. Budget committee. Shall present to the club members in writing a proposed budget for the coming year at the last quarter business meeting. The current Treasurer will be Chairperson along with two other members.

c. Nominating committee. Shall be responsible for developing a slate of proposed officers and presenting the recommended slate at the last business meeting in the year. **The slate of Officers for WTRA's coming year shall be chosen by the past three (3) presidents. The current president shall sit on the committee as a non-voting member.**

d. Public Relations committee. Shall be responsible for providing the local newspapers, radio, and TV stations with pertinent articles, announcements, and news releases concerning club activities such as Field Day, community activities, training classes, radio exams, etc. It shall also prepare such other public relations material and ARRL activity reports as may be needed. This committee will also be responsible for the club's newsletter and Internet web site should there be one. The person responsible for this committee will be identified as the Public Relations Officer.

e. Interference committee. Shall direct investigation, invite proper inquiries, establish technical facts and testimony and report its results to the club.

f. Repeater committee. Shall be responsible for all maintenance, control, and operation of any club owned or sponsored radio repeater equipment.

g. The Ham of the Year Award committee shall consist of the past three (3) recipients of the Ham of the Year award. The current president shall sit on the committee as a non-voting member. This committee is responsible for having the appropriate plaque engraved and attached to the trophy, which shall be presented by the past year's recipient to the new recipient at the Annual Meeting.

7. Proxy Voting

Any voting member knowingly unable to attend a business meeting due to circumstances beyond his/her control and wishing to vote on issues identified prior to the business meeting may vote on those issues by proxy. The proxy vote must be in writing, signed by the absent voting member, and be presented at the business meeting in a sealed envelope by a voting member present. The issue being voted on shall be identified on the outside of the envelope. A separate envelope is required for each issue being voted on by proxy.

Following the vote on an issue by the voting members present the secretary or other person designated by the Presiding Officer shall open all proxy votes identified to that issue and record the votes. The total of all votes, present and proxy shall determine the

issue.

Submitted: 1/11/2005

Approved: 1/15/05

Revised: 1/10/2011