

## Hamfesters Constitution

### Hamfesters Radio Club Constitution

Amended January 1994

#### Article I NAME

The name of the club shall be Hamfesters Radio Club Inc.

#### Article II PURPOSE

The Club is a nonprofit organization, incorporated in the State of Illinois, of persons interested in Amateur Radio, who desire to promote a greater knowledge of Amateur Radio and electronics, to cooperate in civic activities needing communications, and to take a general interest in all matters concerning Amateur Radio.

The Club is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of section 50 (c) ( 3) of the Internal Revenue Code.

#### Article III ORGANIZATIONAL STRUCTURE

##### 3.1 OFFICERS

3.1.1 There shall be the following elected officers

President, Vice-President, Secretary, Treasurer, Sargent-at-Arms, Directors (5),  
Registered Agent/Club Station Trustee

3.1.2 All officers, directors, and the Registered Agent/Club Station Trustee must be licensed Radio Amateurs.

##### 3.2 COMMITTEES

###### 3.2.1 BOARD OF DIRECTORS

The President, Vice-President, the five Directors, Secretary, Treasurer, Sargent-at-Arms, Registered Agent/Club Station Trustee and the Immediate Past President shall comprise the Board of Directors.

###### 3.2.2 STANDING COMMITTEES

###### 3.2.2.1 MEMBERSHIP

###### 3.2.2.2 PROGRAM

###### 3.2.2.3 PUBLICITY

###### 3.2.2.4 CLUB PAPER

3.2.2.5 REFRESHMENTS

3.2.2.6 FIELD DAY

3.2.2.7 HAMFEST

3.2.2.8 AWARDS

3.2.2.9 EDUCATION

3.2.2.10 SPECIAL EVENTS

3.2.2.11 HISTORICAL

3.2.2.12 PACKET

3.2.2.13 FUTURE

3.2.2.14 EQUIPMENT

3.2.3 NOMINATING COMMITTEE

3.2.4 SPECIAL COMMITTEES

3.2.5 AUDIT COMMITTEE

#### ARTICLE IV MEMBERSHIP

4.1 Any person having an active interest in Amateur Radio shall be eligible to apply for membership in the Club

4.2 The Board of Directors shall review and have the right to accept or reject any application for membership on a 2/3 vote of the Board Members present at any meeting, and shall have the right to limit such membership

4.3 An application for membership shall be made to the Secretary, any member of the Board of Directors, or Chairman of the membership Committee, and shall be made on the approved club application form.

4.4 Resignations shall be made to the Secretary, who shall refer the matter to the Board of Directors.

4.5 After due notification, any member, for good cause, may be suspended or dropped from membership upon a 2/3 vote of the membership in attendance at a regular meeting.

4.6 Honorary memberships may be considered under ARTICLE XIII.

4.7 The Board of Directors may, upon its approval, reinstate any member dropped for nonpayment of dues if the person has no other indebtedness to the Club and first pays dues for the

current year. Anyone requesting reinstatement of membership after having been dropped for more than one year, shall be required to submit a new membership application form.

4.8 Dues shall be determined by the Board of Directors with the approval of a majority of the members present and voting at a general meeting pursuant to one month's notification of the membership prior to the vote.

#### ARTICLE V MEETINGS

5.1 A regular meeting shall be held each month at a place and time known to the membership. A quorum is necessary to conduct business shall consist of 20% of the membership and at least three officers.

5.2 The Board of Directors shall meet once a month at a previously announced time and place. At all meetings of the Board of Directors a quorum shall consist of six board members.

5.3 In the event a scheduled Club or Board meeting should fall on a holiday, the Board shall determine an alternative date or cancellation.

5.4 The Chairman of the Board may call special meetings if the need arises.

#### ARTICLE VI NOMINATING COMMITTEE, ELECTIONS AND OFFICER VACANCIES

6.1 At the September meeting the President shall appoint a Nominating Committee for the purpose of recommending a slate of officers for the coming year.

6.2 The Nominating Committee shall consist of a Chairman and three additional members, approved by majority vote of the board members present at the September regular meeting.

6.3 The Committee shall present a list of recommended candidates for the elective offices at the October meeting. Nominations shall then be accepted from the floor.

6.4 The names of all nominees and their offices shall be included in Ham-Gab or a meeting notice, to be received by the members prior to the November Meeting.

6.5 The Secretary shall be responsible for having election ballots printed.

6.6 The Sargent at arms shall conduct the election.

6.7 The election of officers shall be conducted at the November meeting. Officers shall be elected by a majority vote of the members present.

6.8 In the event that an elected office, other than the president becomes vacant before the end of the term, the board of directors shall elect a replacement to serve the balance of the term. In the event the presidency becomes vacant, the vice president shall assume the office of president.

#### ARTICLE VII QUALIFICATIONS FOR OFFICERS

7.1 Nominees for all offices shall be at least 21 years of age.

7.2 Nominees for President shall have served as an elected officer for a minimum of one year to qualify for nomination.

#### ARTICLE VIII CHAIRMAN OF THE BOARD OF DIRECTORS

8.1 The President shall also be the chairman of the Board of Directors.

8.2 In the absence of the Chairman, the Vice-President shall conduct the meeting. In the absence of the President and Vice-President, the Secretary, or in his absence any member, shall call the meeting to order. A chairman pro tem shall be elected by the members present. He shall conduct the meeting until its adjournment or the return of the President or Vice-President.

#### ARTICLE IX AUDIT AND AUDIT COMMITTEE

9.1 The Audit Committee shall be composed of a Chairman and three members. One Member of the Audit Committee shall be a Club Director, and the others shall not be elected officials. The Treasurer shall not be a member of the committee.

9.2 The Audit Committee shall audit the Treasurers books in September or no later than the First week in October of each year. At the time of the audit, the committee shall also, with the Club President and the equipment committee, account for all Club equipment.

9.3 At all audits. The members of the Committee shall sign the books of the Treasurer upon completion of the audit.

#### ARTICLE X CLUB PAPER

10.1 The Club shall have a newspaper, called HAM-GAB.

10.2 The President shall appoint an Editor, and assistant as needed.

#### ARTICLE XI CLUB CALL

11.1 The Club Station Trustee shall keep the records, apply to the FCC for the licensing and renewals, and keep the officers posted on matters affecting the license.

11.2 The use of the Club call sign in any radio operation without notification of the trustee and the express consent of the club president or a majority of the board of directors is forbidden.

11.3 A photocopy of the license shall be a part of the files of the Club Secretary

## ARTICLE XII CONTRIBUTIONS AND EXPENDITURES

12.1 The Board of Directors shall have the power to accept, on behalf of the Club, any contributions, gift bequest or device for the general or special purpose or activity of the Club.

12.2 All expenditures of the Club funds shall be approved by a majority vote of the Club members present at a schedule meeting, with the exception of those funds necessary for incidental expenses up to \$100. The President may approve incidental expenses up to a total of \$100 in a 30 day period.

## ARTICLE XIII HONORARY AND LIFE MEMBERSHIP

13.1 The Club will present an honorary life membership to each president at the completion of his/her term of office as a token of appreciation.

13.2 Each member of the Club who reaches 25 years of continuous membership shall automatically be awarded an honorary life membership.

13.3 Each member who has a membership in the Club beginning twenty five previous , has been a member in good standing for the bulk of those twenty-five years, has had continuous membership for the last five years and has served the organization in a productive capacity and has been approved by a majority vote of the Board of Directors.

13.4 The Board of Directors may award an honorary life membership to any member of the Club as a reward for outstanding service to the Hamfesters Radio Club, Inc.

## ARTICLE XIV CONSTITUTION - AMENDMENTS AND AVAILABILITY

14.1 This Constitution may be amended by a recommendation of the board of directors and a 2/3 affirmation vote of the members present at any regular or special meeting of the Club, providing there is a quorum, and provided that a notice of the proposal to amend the Constitution is given each member in writing at least 10 days in advance of that meeting, and the full text of the proposed changes is included in the notice.

14.2 A copy of this constitution and the Club By-Laws shall be furnished each person becoming a member of the Club. The Secretary shall have an official up-to-date copy available at every meeting for reference.

## ARTICLE XV BY-LAWS

The By-laws shall define the functions, duties and procedures to be followed in operating the Club. Adoption and Amendment of the By-Laws shall be by recommendation of the Board of Directors, approved by a majority vote of the members present and voting at a regular meeting.

## ARTICLE XVI ROBERT'S RULES OF ORDER

Any situation not specifically covered by this Constitution and the By-Laws shall be governed by Robert's Rules of Order.

## Article XVII DISSOLUTION

Upon the dissolution of the Club, the Club shall, after paying or making provisions for the payment of all liabilities of the club, dispose of all the assets of the club exclusively for the purpose of the club in such manner, or to such organization or organizations organized and operated exclusively for the charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 ( c ) of the Internal Revenue Code of 1986 (or the corresponding provision of future United States Internal Revenue Law), as the Board of Directors shall determine.

Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the County in which the principle office of the Club is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated for such purposes.

## HAMFESTERS RADIO CLUB CONSTITUTION

Proposed: March 1985

Adopted: May 31, 1985

Amended: May 2, 1986

Amended: April 5, 1991

Amended: Nov. 6, 1993

Amended: Jan. 7, 1994

# HAMFSTERS RADIO CLUB BY-LAWS

AMENDED JANUARY 1994

## ARTICLE 1 DUTIES OF THE OFFICERS AND DIRECTORS

### 1.1 PRESIDENT

The President shall be the chief executive officer of the Club, and shall preside at all meetings of the Club. He shall have the general powers vested in the office of the president of a Club of this character. He shall be an ex-officio member of all committees. (See Article VIII, Par.1 of the Constitution). At the January board meeting, the president shall present to the board of directors for approval a proposed agenda for the year.( see also standing committees, ARTICLE IV)

### 1.2 VICE-PRESIDENT

The Vice President shall, in the absence of the President, preside at meetings of the Club, and when requested to do so by the President, shall exercise such other powers and perform such other duties as the President shall direct. He shall be an ex-officio member of the field day and Hamfest committees and act in the capacity of liaison to the Board, reporting on the progress of these events.

### 1.3 SECRETARY

The Secretary shall keep the minutes of all meetings of the Club, in books provided by the Club. He shall provide a log book for members to sign at each meeting. He shall attend to the mailing and serving of all notices of the Club. He shall properly complete and forward the Annual Report to the Secretary of State of Illinois. He shall, in general, perform all the duties which incident to the position of secretary of a club of this type.

### 1.4 TREASURER

The Treasurer shall have custody of all funds and securities of the Club. He shall properly care for them in such a manner as the Club may, from time to time direct. Whenever required to do so by the President or members of the Club, he shall present a complete and true statement of his cash account, and of the securities and other property in his possession, custody, or control. He shall enter, in books furnished by the Club and kept current by him for such purpose, a full and accurate account of all money received and paid by him on the account of the Club. He shall perform all other duties which are incident to the office of the treasurer of a club of this type.

### 1.5 SARGENT –AT-ARMS

The Sargent –at-Arms shall assist the President in keeping order at meetings and shall perform all other duties incidental to the office of Sargent –at-Arms, including seeing to the registration of attending members and guests.

## 1.6 DIRECTORS

The Directors shall attend all Board of Directors meetings and Club meetings when possible. They shall keep the welfare of the Club in mind, and assist in its overall operation. Their duty is to assess proposed activities and events for merit to the club and amateur radio in general and to help insure the success of said activities.

## 1.7 REGISTERED AGENT/CLUB STATION TRUSTEE

The Registered Agent/Club Trustee shall perform the duties written in Article X1, Par.1 of the Constitution. He shall be listed as the Registered Agent on the State of Illinois nonprofit corporation papers and shall advise the President of any communications he receives from the state.

## 1.8 BOARD OF OFFICERS AND DIRECTORS

The function of the governing board is to assess Club activities and events, (proposed by the president or Club member) for merit to the Club and amateur radio

## ARTICE II MEETINGS

The Club shall have monthly meetings at the time and place selected by the Board of Directors and approved by the membership. The Secretary shall be responsible for the notification of the membership as to, day, time, place, and business to be conducted. For quorum requirements, see Article V, Par.1 of the Constitution special meetings see Par. 3 & 4.

## ARTICLE III DUES

The subject of Dues is covered in Article IV, Par.8 of the Club Constitution, except that persons becoming members after September 1 of a year shall be considered paid-up members for the following year, and the membership of any member shall be terminated if dues are not received by January1st of the year due.

## ARTICLE IV STANDING COMMITTEES

4.1 At the January board meeting, (or in the event of a vacancy), the President shall present to the Board for approval, a list of the proposed committee chairman. Committees consist of a chairman and all the Club members wishing to participate. Proposed activities of the committees must be approved by the Board and period reports given to the Board on the progress of said activities.

### 4.1.1 MEMBERSHIP COMMITTEE

The Membership Committee shall endeavor to interest visitors attending Club meetings, or others interested in becoming members of the Club. They shall recommend prospective members to the Board.

### 4.1.2 PROGRAM COMMITTEE

The Program Committee shall endeavor to provide speakers or other suitable programs for the monthly meetings.



#### 4.1.3 Publicity COMMITTEE

The Publicity Committee shall publicize the activities of the Club through the media, QST, and other amateur publications.

#### 4.1.4 REFRESHMENT COMMITTEE

The Refreshment Committee shall provide suitable food and drink and server same at Club meetings. The Club shall furnish the funds needed for this purpose.

#### 4.1.5 FIELD DAY COMMITTEE

The Field Day Committee shall arrange for the site, equipment and personnel for the Field Day operation. They will see that the Club license is available at the site, that proper logging is done, and a full and accurate report is made afterwards to the ARRL and to the Club.

#### 4.1.6 HAMFEST COMMITTEE

The Hamfest Committee shall obtain the site, arrange for advertising, prizes, refreshments, exhibitors, flea market, and other activities that are a part of a good Hamfest.

#### 4.1.7 CLUB PAPER COMMITTEE

The Club Paper Committee shall gather material for, write, edit, and arrange for printing and distribution of HAM-GAB the Club newspaper.

#### 4.1.8 AWARDS COMMITTEE

The Awards Committee shall keep records of and handle distribution of all awards issued by the Club.

#### 4.1.9 EDUCATION COMMITTEE

The Education Committee shall conduct training in Amateur Radio. Committee membership shall include at least one Volunteer Examiner in the Amateur Radio Service s authorized by the FCC to administer tests.

#### 4.1.10 SPECIAL EVENTS COMMITTEE

The Special Events Committee shall organize all special events of the Club.